



**The Constitution &
Policies of
The Northern Tablelands
Wildlife Carers
2011**

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1. Name

The name of the Organization shall be Northern Tablelands Wildlife Carers Inc.

2. Objectives

To assist in the rehabilitation and conservation of all Native Wildlife and associated habitat in the Northern Tablelands, under the General Licence issued by the National Parks & Wildlife Service (NSW).

* To rescue and rehabilitate native wildlife for return to their natural environment using the best and up to date information available from all relevant sources.

* To relocate native wildlife which are under threat or causing distress to the public into other suitable habitat for that species.

* To train volunteer members to carry out rescues and in the care of native wildlife.

* To alleviate suffering experienced by injured sick or orphaned animals by seeking prompt veterinary treatment or painless euthanasia.

* To publicly encourage the protection and welfare of Native wildlife and their habitats.

* To review policies where necessary in the light of current knowledge and initiate actions in pursuit of our aims and objectives.

* To be involved in habitat enhancement in the Northern Tablelands by planting locally grown suitable species on Public Reserves and encourage by example and education similar improvements on private land, including assisting landholders to establish suitable animal release sites.

* To undertake fund raising activities and education projects to maintain the viability of the organization and to achieve our other objectives.

* To be of assistance to other groups and organizations where practical, and to exchange information with relevant groups.

3. Membership Qualifications

- a) Application for membership shall be made in writing, signed by the applicant, and shall be supported by nomination by two members of the Association. The application will contain such requirements as the Management Committee from time to time prescribes.
- b) The secretary will circulate the nomination to all members of the Association with the notice of meeting for the next general meeting.
- c) The nominee will become a Full member upon a resolution being adopted by all members present at that meeting, approving the nomination.
- d) A Full member over the age of eighteen years and having completed a rescuing and foster caring training course and a period of six months satisfactory training with an Authorised Member (including the fostering of an animal) may apply to the Management Committee for registration as an Authorised Member. An Authorised member will continue to develop their knowledge and attend training as set out in the Policies.
- e) A register of members shall be kept showing in respect of each member the persons name, address and the date of commencement of membership.
- f) A membership card will be issued on payment of membership fees.

4. Cessation of Membership

A person ceases to be a member of the organization if the person:

- a) dies;
- b) resigns that membership; or
- c) is expelled from the association
- d) fails to pay his or her annual subscription within three months of the Annual General Meeting.

WITHDRAWAL OF AUTHORISATION:

An authorised member will cease to hold that status if in the opinion of the Management Committee there has been a breach by the member of the Conditions attached to the License issued to this Association by N.P.W.S.

5. Resignation of Membership

a) A member of the organization is not entitled to resign that membership except in accordance with this rule.

b) A member of the organization who has paid all amounts payable by the member to the association in respect of the member's membership may resign from membership of the organization by first giving notice (being not less than 1 month or not less than such other period as the committee may determine) in writing to the Secretary of the member's intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.

c) Where a member of the organization ceases to be a member pursuant to clause (b) and in every other case where a member ceases to hold membership, the secretary shall make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

d) A right, privilege or obligation which a person has by reason of being a member is not capable of being transferred or transmitted to another person and terminates upon cessation of the membership.

6. Expulsion of Members

A member may be expelled from membership of the organization if in the opinion of the Association in general meeting, after affording such member an opportunity of offering an explanation of conduct either verbally or in writing, the conduct of the member is such as to be detrimental to the best interest of the organization, provided that:

a) Such expulsion shall not be effective unless it is confirmed by a majority of 75% of members present at a Special General Meeting of members convened to consider the expulsion.

b) At such Special General Meeting the member whose expulsion is under consideration shall be allowed to offer an explanation of that persons conduct verbally or in writing at the option of such member.

c) The voting of such Special General Meeting shall be by ballot if not less than five (5) members present thereat, shall so demand.

d) It shall be in the power of the committee to exclude such member from participation in the affairs of the organization until such Special General Meeting shall be held.

Those suspended or expelled from Northern Tablelands Wildlife Carers Inc. are no longer considered members and are not authorized under the General Licence.

7. Register of Members

a) The public officer of the organization shall establish and maintain a register of members of the organization specifying the name and address of each person who is a member of the organization together with the date on which the person became a member.

b) The register of members shall be kept at the principal place of administration of the organization and shall be open for inspection, free of charge, by any member of the organization at any reasonable hour.

8. Fees & Subscriptions

A member of the organization shall, upon admission to membership, pay to the organization an Annual Membership Fee and each year members will pay a membership fee as set at the Association at the Annual General meeting.

9. Member's Liabilities

The liability of a member of the organization to contribute towards the payment of the debts and liabilities of the organization or the costs, charges and expenses of the winding up of the organization is limited to the amount, if any, unpaid by the member in respect of membership of the organization as required by Rule 8.

10. Management

The management shall be vested in a management Committee as defined in clause 11, which has the power to perform all such acts and do all such things as appear to the committee to be necessary or desirable

for the proper management of the affairs of the association.

Oral or written notice of a committee meeting shall be given at least 48 hours before the time appointed for the holding of the meeting. Questions arising at a meeting of the committee shall be determined by & majority of votes of members present at the meeting. Each member is entitled to one vote, but in the event of equality of votes the person presiding may exercise a casting vote.

Any act or thing done or suffered or purporting to have been done by the committee is valid and effectual notwithstanding any defect that may afterwards be discovered in the appointment or qualification of any member of the committee.

No member of the Management Committee shall be appointed to any salaried office of the organization or any office of the Organization paid by fees and no remuneration or other benefit in money or money's worth shall be given by the organization to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for the time being charged by bankers in Sydney for money lent to the organization and reasonable and proper rent for premises let to the organization.

A register will be maintained of "Disclosures of Interests" by members of the Management Committee of matters in which the member has a direct or indirect interest in a matter being considered at a Committee meeting or an interest which appears to raise a conflict with the performance of the committee member's duty.

11. Office-Bearers

The Management Committee will consist of the office-bearers of President, Vice-president, Secretary and Treasurer together with three other members all of whom must be current financial mem-

bers of the Association. The office-bearers and the Management Committee will be elected annually at the Annual General Meeting. A committee member may hold up to 2 offices other than both the positions of president and vice-president.

A casual vacancy of an office-bearer or committee member may be filled by the Management Committee and the person so appointed shall hold office until the next Annual Meeting.

Nomination of a candidate for office-bearer or committee member must either be i) in writing, signed by two members and accompanied by the written consent of the candidate and ii) additionally, at an Annual General meeting, may also be through nomination by two members from the floor of the meeting supported by the consent either verbally or in writing of the candidate.

12. Vacation of Office

The office of a member of the Management Committee or of a trustee shall become vacant:

- a) upon his decease
- b) if he becomes mentally ill or a person whose person or estate is liable to be dealt with, in any way under the law relating to mental health.
- c) if he becomes a bankrupt or makes any arrangement or composition with his creditors generally
- d) if he resigns his office by notice in writing to the organization
- e) if he is absent for more than six months without leave of the Committee from meetings of the Committee held during that period
- f) if he ceases to be a member of the organization
- g) upon a resolution being passed by a majority of members present at a properly constituted general meeting specially called for the purpose, to remove him from office
- h) if he holds any office of profit under the organization
- i) if he is directly or indirectly interested in any, contract or pro-

posed contract with the Organization.

j) a committee member found to have made dishonest use of information or dishonestly gained advantage to self or detriment to the Association in terms of clause 32 and 33 of the Associations Incorporation Act 2009.

13. Proceedings at General Meetings

a) The President shall preside as Chairperson at every general meeting of the organization, but if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting, a simple majority sufficing.

b) The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid, it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

c) At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll is (before or on the declaration of the result of the show of hands) demanded by the Chairperson or by at least three members present. Unless a poll is so demanded a declaration by the Chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or loss, and minutes of the proceedings of the organization shall each be conclusive evidence or the fact without proof of the number or proportion of votes recorded in favour of or against the resolution. The demand for a poll may be withdrawn.

d) If a poll is duly demanded it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as

the Chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a Chairperson or on a question adjournment shall be taken forthwith.

e) In the case of an equality of votes, whether on a show of hands or on a poll, the Chairperson of the meeting shall be entitled to a second or casting vote.

f) Each member present and voting at the general meeting of the organization shall have one vote. No vote can be given by proxy.

14. Notice of Meetings:

(1) Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 14 days before the date fixed for the holding of the general meeting, give a notice to each member specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.

(2) If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the association, the secretary must, at least 21 days before the date fixed for the holding of the general meeting, cause notice to be given to each member specifying, in addition to the matter required under subclause (1), the intention to propose the resolution as a special resolution.

(3) No business other than that specified in the notice convening a general meeting is to be transacted at the meeting except, in the case of an annual general meeting, business which may be transacted under clause 16.

(4) A member desiring to bring any business before a general meeting may give notice in writing of that business to the secretary who must include that business in the next notice calling a general meeting given after receipt of the notice from the member.

(5) For the purpose of this constitution, a notice may be served on or given to a person:

- (a) by delivering it to the person personally, or
 - (b) by sending it by pre-paid post to the address of the person, or
 - (c) by sending it by facsimile transmission or some other form of electronic transmission to an address specified by the person for giving or serving the notice.
- (6) For the purpose of this constitution, a notice is taken, unless the contrary is proved, to have been given or served:

(a) in the case of a notice given or served personally, on the date on which it is received by the addressee, and

(b) in the case of a notice sent by pre-paid post, on the date when it would have been delivered in the ordinary course of post, and

(c) in the case of a notice sent by facsimile transmission or some other form of electronic transmission, on the date it was sent or, if the machine from which the transmission was sent produces a report indicating that the notice was sent on a later date, on that date.

15. Financial Year

The financial year will be twelve months ended 30th June each year.

16. Annual General Meeting

The Annual General Meeting will be held between the 1st July and the 31st December of each year, at which the Annual Report and Financial Statements will be presented and election of office bearers and committee members will take place.

17. Special General Meeting

Any two members of the Management Committee may at any time convene a Special General Meeting of the organization. Special General Meetings shall also be convened by the Secretary upon the written request of not less than 5% in number of the members of the organization and shall be held within a period of one (1) month from the date of receipt of the request.

18. Quorum

At meetings of Members a quorum shall consist of five (5) members and at the Management Committee Meetings shall consist of four (4) members. Should within 1/2 an hour of the time set down for a meeting to commence, a quorum be not present, then the meeting shall be adjourned to the same time and place seven (7) days later or to a place and to a time within one (1) month of the date of such meeting, to be determined thereat. If at such adjourned meeting a quorum be not present, then those members attending shall be deemed to be a quorum, provided, the number of such members is not less than three (3).

19. Funds

a) All money received by the organization shall be deposited intact at the earliest possible date to the credit of the organization's Bank Account. Receipts for money received shall also be issued promptly.

b) Any withdrawal from the Bank Account shall be signed by two members of the Management Committee.

20. Amendment of Rules & Objectives

These rules may be amended by a resolution passed by a 75% majority of members present at any Annual General Meeting at which notice of the proposed amendment shall have been given or at a special General Meeting convened for such purposes.

21. Common Seal

A common seal shall not be required. Documents may be executed on behalf of the Association by two members of the Management Committee appointed to do so by a resolution of that Committee.

22. Custody of Books, etc

Except as otherwise provided by these rules, the public officer shall keep in his or her custody or under his or her control all records, books and other documents relating to the organization.

23. Inspection of Books, etc

The records, books and other documents of the organization shall be open to inspection, free of charge, by a member of the organization at any reasonable hour.

24. Policies

The association in general meeting may prescribe POLICIES to be adopted by members. The first Policies of the Association are set out in the attachment to these Rules.

25. Resolution of Disputes

(1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the *Community Justice Centres Act 1983*.

(2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.

(3) The *Commercial Arbitration Act 1984* applies to any such dispute referred to arbitration.

26. Winding Up

If upon the winding up or dissolution there remains after the satisfaction of liabilities any property, the same shall not be paid or distributed among the members of the association but shall be given or transferred to some other institution having purposes similar to the purposes Association, and which shall prohibit the distribution of its income or property among its members, such institution to be determined by the members of the association at or before the time of the dissolution or in default thereof by a person appointed for that purpose by The National Parks and Wildlife Service.

Policies

Care & Rehabilitation Policy

It is the ultimate objective of the Northern Tablelands Wildlife Carers Inc. to rehabilitate sick, injured or orphaned native wildlife and release them back into the wild. With the help of our resident vets, training courses, reference material and experienced members and in compliance with National Parks and Wildlife Service (NSW) policy, we aim for a high success rate.

a) Carers must at all times hold a current authority issued in accordance with the general licence granted to the Association by the N.P.W.S. and attend a training course once each year during the first three years of Authorised membership.

b) Members are required to maintain complete and accurate records of animals in their care and submit them regularly and/or relate progress to the co-ordinators.

c) Permission must be obtained before entering private property and whilst there all care should be taken to respect the person's property and rights.

d) Authorised Members should not carry out a rescue if they feel it could cause injury to themselves or other persons, or the wildlife involved. In such cases refer to co-ordinators to seek more experienced help and /of equipment.

e) As rescued animals are wild and under stress, members should not allow any unnecessary handling.

f) Members should refer cases of animal abuse to the coordinators, and endeavour to educate the caller in the correct manner of rescuing or holding the animal until we can attend.

g) Members should remember that N.T.W.C. Inc. is grateful to Vets who offer their services. Members are requested not to make excessive demands or expect preferential treatment.

h) For the Welfare of the animal, authorised members will have facilities suitable for the animals in their care.

i) Authorised Members should not transport animals in their care

Constitution of NTWC
outside N.S.W. for treatment or other reasons without consultation
with the co-ordinators or National Parks & Wildlife Service (NSW).

Release Policy

One of Northern Tablelands Wildlife Carers Inc. aims is to re-lease rehabilitated animals back into their natural environment.

Location Release

a) Where possible, the animal will be returned to the area in which it was found. Where this is not possible due to unsuitability, overcrowding, feral animals, etc the animal is to be released into a suitable and safe habitat, in accordance with N.P.W.S. policy.

In determining the most suitable conditions for the release of an animal, consideration will be given to factors such as territory and food requirement, time of day etc. Where there are doubts, NPWS to be consulted.

Immediate Release of Animals

On attending a rescue it may be found that the animal is not sick or injured and is able to fend for itself. Experience has shown that this is not always the case, please refer to co-ordinators for advice, for we have found that shock or other injuries do not show up for days sometimes, requiring the animal to be kept in care and attending a vet before a decision is made.

Release After Rehabilitation

The authorised member should ensure:

- 1 - The animal is fully rehabilitated or ready for release by seeking veterinary or other expert opinion.
- 2 - Notification of co-ordinators pending release.
- 3 - The animal is released into its home range or suitable environment after consultation with co-ordinator or NPWS.

Animals Unable To Be Released

- After treatment where an animal is considered unable to be released, the co-ordinator or NPWS should be consulted with a view to long term care.

Euthanasia Policy

- Animals should not be left to suffer or die in pain. In addition, some permanently disabled animals may be unsuitable for long term care. In such cases euthanasia should be carried out by:

1) A Veterinarian

Authorised personnel.

- The decision to euthanase an animal will be made by the veterinary surgeon or the authorised member in consultation with the coordinator or NPWS.

Feral Animals Policy

It is not the aim or objective to rescue or rehabilitate feral or domestic animals. However, assistance will be given to the caller in order to alleviate suffering of the animal. Assistance may extend to rescue in cases of distress, euthanasia, or transfer to a suitable organization.

It is an offense to release a feral animal.

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