



RULES FOR ABC FRIENDS SOUTHERN HIGHLANDS BRANCH

SECTION 1. NAME OF THE ASSOCIATION

The name of this association shall be “ABC Friends Southern Highlands” which is a branch of Friends of the ABC (NSW) Incorporated and which operates under the constitution of that association.

Branch : Under the constitution of Friends of the ABC (NSW) Incorporated, a branch is defined as the representative body for those members and associate members having their postal address within the geographical boundaries of that branch.

In this document, the word “branch” refers specifically to the ABC Friends Southern Highlands branch.

SECTION 2. PURPOSE

The purpose of this association is as set out by Friends of the ABC (NSW) Inc. :

1. a) To defend and promote the Australian Broadcasting Corporation (ABC) in its vital role as Australia's independent, national broadcaster.
2. b) To vigorously oppose all efforts to censor the ABC.
3. c) To vigorously oppose any attempt to introduce advertising or corporate sponsorship into the ABC.
4. d) To continually remind all political parties and the Australian people of the need for adequate government funding to be provided to the ABC.

The actions and activities of the branch should always be directed towards furthering the objectives as specified above.

SECTION 3. MEMBERS

In this document, the word “members” refers specifically to those members of Friends of the ABC (NSW) Incorporated who have been allocated to ABC Friends Southern Highlands branch by ABC Friends (NSW-ACT).

SECTION 4. ANNUAL GENERAL MEETING

The branch shall hold an Annual General Meeting (hereafter AGM) each calendar year at a date to be determined by the Committee. The Committee may decide to convene other general meetings of the members of the branch if needed.

The quorum for all general meetings of the branch shall be 15 members.

Elections for office bearers and other Committee members shall be held at each AGM and they shall hold office until the next AGM. Nominations may be taken from the floor and any member may nominate any other member, or herself or himself.

SECTION 5. COMMITTEE

Between each AGM, the affairs of the branch will be managed by the Committee which shall consist of the elected office bearers and other elected members. The Committee shall consist of not less than nine and not more than twelve members, inclusive of the office bearers. If the Committee should number less than twelve, a Committee meeting may decide by majority vote to invite a branch member to join. At each AGM, all Committee positions shall be declared vacant and new elections held. The elections shall be conducted by a branch member chosen by that AGM. By the end of August each year, the Committee shall send to ABC Friends (NSW-ACT) a report on the activities and achievements of the branch during the previous 12 months, featuring the highlights of the year and including any photographs or copies of local media coverage etc.

SECTION 6. OFFICE BEARERS

The office bearer positions may be chosen from the following :

President, Vice President, Secretary, Treasurer, Minute Secretary and Merchandise Officer. The Committee may also decide to designate other positions as the need arises.

SECTION 7. DUTIES OF OFFICE BEARERS

The **President** shall :

- Convene all meetings of the branch, including the AGM and any general meetings of branch members, and all meetings of the Committee.
- Act as chairperson at each general meeting and Committee meeting of the branch.
- Act as chairperson at any public meetings organised by the branch, unless the Committee should decide to invite a significant ABC supporter.
- Convene a general meeting of branch members within three months of receiving a written request to do so from at least five branch members. Such a request must state the business proposed for the meeting.
- Present a brief Annual Report of the branch activities to the AGM. An Annual Report may be supplemented by reference to branch newsletters, flyers, webpages, etc.

The **Vice President** shall :

- Act as chairperson at a general meeting or a Committee meeting if the President is absent or unable to officiate.
- Represent the President as needed in any other capacity.

The **Secretary** shall :

- Handle the correspondence to and from the branch, whether by post, email, telephone or other means.
- Maintain all records of the branch including a copy of these rules; a file of all current members of the branch; a file of all branch correspondence, newsletters, flyers, etc.; and other branch records as required.
- Draw up, in consultation with the President, and then send to all members an agenda for each forthcoming meeting of the branch.
- Draw up, in consultation with the President, and send to all Committee members an agenda for each forthcoming meeting of the Committee.

The **Treasurer** shall :

- Ensure that all money received by the branch is paid into an appropriate ABC Friends bank account.
- Organise for the payment of any expenditure authorised by the Committee.

- Ensure that accurate receipts and accounts are maintained, showing the true financial position of the branch. These records shall be available for inspection by any member and shall be held in the custody of the Treasurer.
- Present a Financial Report to each Committee meeting and present the Annual Financial Report to each AGM.
- The Committee may authorise the provision of an appropriate amount for Petty Cash when required. Any such amount to be clearly indicated as such in the Treasurer's Report.

The **Minute Secretary** shall :

- Keep the minutes of all general and Committee meetings and maintain a Minute Book for this purpose for the branch.
- Send a copy of the draft minutes to the President and the Secretary as soon as practicable after each Committee meeting and before then distributing the minutes to all Committee members.
- Present the minutes of the AGM at the following AGM.

The **Merchandise Officer** shall :

- Maintain an accurate record of the various items of merchandise purchased for resale by the branch and held in the possession of the branch.
- Recommend to the Committee when purchases of further items are required.
- Place orders for merchandise, as required.
- Maintain an accurate register of any physical items owned and retained for use by the branch (e.g. tent; banner; chairs; etc) and record the location of each item.

SECTION 8. COMMITTEE MEETINGS

The Committee shall meet as often as necessary to conduct the business of the branch but not less than four times between AGMs. The quorum for meetings of the Committee shall be five Committee members, of which at least three such members shall be office bearers. An office bearer or member of the Committee shall cease to hold office if they are absent from three consecutive meetings of the Committee without having tendered a prior apology to the Secretary. The Committee shall communicate to members of the branch from time to time in order to inform them of the work of the Committee and other relevant issues.

SECTION 9. AMENDMENTS

These rules may be amended by a two-thirds majority of those voting at an AGM or general meeting of the branch. Branch members must be given notice of any proposed amendment to these rules when the meeting agenda is sent. Similarly, any member proposing a notice of motion for a general meeting must provide a copy to the Secretary in time for that motion to be listed on the agenda.

SECTION 10. OTHER MATTERS

If an issue should arise which is not covered by these rules, the Committee and members of the branch should be guided by the rules and principles contained in the Constitution of Friends of the ABC (NSW) Incorporated.