Melaleuca
AUSTRALIA
Everyone belongs

MELALEUCA REFUGEE CENTRE TORTURE AND TRAUMA SURVIVORS SERVICE of the NT INCORPORATED

[Trading as Melaleuca Australia]

CONSTITUTION

17 November 2025

OUR VISION

A world where everyone belongs.

OUR MISSION

We exist to welcome and support individuals and families from diverse cultural backgrounds to lead the lives they choose.

OUR VALUES

Belonging – creating a sense of community where everyone is welcome and feels included.

Compassion – practising empathy and kindness towards everyone.

Ethics – upholding our moral obligations to each other, the individuals we serve and the community.

Respect – accepting each person as a unique individual.

Responsibility – being held accountable for what we do and how we do it from beginning to end.

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Part 1 – Preliminary

1. Name

The name of the incorporated association is Melaleuca Refugee Centre, Torture and Trauma Survivors Service of the NT Incorporated ("The Association").

2. Objects and purposes

The Association's primary object is to assist migrants, refugees and survivors of torture or trauma by:

(a) providing clients with a range of services and supports that are accountable, confidential, respectful, integrated and non-intrusive, assisting clients to resettle or heal;

(b) creating opportunities in the Association for clients to have input;

(c) developing referral networks which assist in fulfilling the Association's objects;

(d) providing training in the special needs of migrants, refugees and torture or trauma survivors to external agencies likely to engage with the Association's clients;

(e) developing the broader community's knowledge and understanding of issues affecting migrants, refugees and survivors of torture or trauma and their families;

(f) working for the abolition of torture and situations creating trauma;

(g) conducting and encouraging ethical research and information collection about the needs of, and issues affecting, migrants, refugees and torture or trauma survivors and their families; and

(h) undertaking any other activity or function considered necessary to further the Association's objects.

3. Minimum number of members

The Association must have at least 15 members.

4. Definitions

In this Constitution, unless the contrary intention appears:

Act means the *Associations Act of the Northern Territory 2003* and regulations made under that Act.

Associate Member means a member referred to in rule 14.

Board means the board responsible for the governance of the Association.

Board Member means those members duly elected to the Board.

Committee means a subcommittee of the Board which assists the Board discharge its duties under the Constitution.

Day means business day.

Financial Institution means an authorised deposit-taking institution within the meaning of section 5 of the *Banking Act 1959* of the Commonwealth of Australia.

General Meeting means a General meeting of members convened in accordance with clause 43.

Member means a member of the Association.

Proxy means a written voting authorisation in a form approved by the Board.

Register of Members means the register of the Association's members established and maintained under section 34 of the Act.

Special Resolution means a resolution notice of which is given under clause 47 and passed in accordance with section 37 of the Act.



Part 2 – Constitution and Powers of Association

5. Powers of Association

(1) For achieving its objects and purposes, the Association has the powers conferred by sections 11 and 13 of the Act.

(2) Subject to the Act, the Association may do all things necessary or convenient for carrying out its objects or purposes, and in particular:

(a) acquire, hold and dispose of real or personal property;

(b) open and operate accounts with financial institutions;

(c) invest its money in any security in which trust monies may lawfully be invested;

(d) raise and borrow money on the terms and in the manner, it considers appropriate;

(e) secure the repayment of money raised or borrowed, or the payment of a debt or liability;

(f) appoint agents to transact business on its behalf; and

(g) enter into any other contract it considers necessary or desirable.

6. Effect of Constitution

This Constitution binds every member and the Association to the same extent as if every member and the Association had signed and sealed this Constitution and agreed to be bound by it.

7. Inconsistency between Constitution and Act

If there is any inconsistency between this Constitution and the Act, the Act prevails.

8. Altering the Constitution

(1) The Association may alter this Constitution by special resolution but not otherwise.

(2) If the Constitution is altered, the Public Officer must ensure compliance with section 23 of the Act.

Part 3 – Members

Division 1 – Membership

9. Categories of members

General Member

A General member means a person who, upon appropriate application and on payment of the prescribed fees, is a person accepted by the Board as a General member.

A General member:

(a) is to be counted in a quorum for a general meeting or special resolution;

(b) is entitled to receive notice of general meetings;

(c) is entitled to attend and speak at general meetings;

(d) is entitled to nominate for and hold any office of the Association; and

(e) is entitled to vote at any general meeting or on special resolution.

Associate Member

An Associate member means a person or legal entity which, upon appropriate application and on payment of the prescribed fees, is a person or legal entity accepted by the Board as an Associate member.

An Associate member:

(a) is to be counted in a quorum for a general meeting or special resolution;

(b) is entitled to receive notice of general meetings;

(c) is entitled to attend and speak at general meetings;

(d) is not entitled to nominate for nor hold any office of the Association; and

(e) is not entitled to vote at any general meeting or on special resolution.

Goodwill Ambassador

A Goodwill Life member means any person who is respected and well-known people living in Australia, whose work mobilises and progresses humanitarian causes as well as aligns with the vision of the Association.

A Goodwill Ambassador:

(a) is entitled to receive notice of general meetings;

(b) is entitled to attend and speak at general meetings;

(c) is not to be counted in a quorum for a general meeting or special resolution;

(d) is not entitled to nominate for nor hold any office of the Association; and

(e) is not entitled to vote at any general meeting or on special resolution.

10. Application for membership

To apply to become a member of the Association a person must submit an application for membership to the Board in a form approved by the Board.

11. Approval of the Board

(1) The Board must consider any application made under clause 9 at the next available board meeting and must accept or reject the application at that meeting or the next.

(2) If an application is rejected, the applicant may appeal against the decision by giving notice to the Secretary within 14 days after being advised of the rejection.

(3) If an applicant gives notice of an appeal against the rejection of his or her application, the Board must reconsider the application at the next board meeting after receipt of the notice of appeal.

(4) If after reconsidering an application the Board reaffirms its decision to reject the application, the decision is final.

12. Joining fee

(1) If an application for membership is approved by the Board, the applicant becomes a member on payment of the joining fee.

(2) The joining fee is either:

(a) a pro rata annual fee based on the remaining part of the financial year; or

(b) the amount determined from time to time by resolution at a general meeting.

13. Annual membership fees

(1) The annual membership fee is the amount determined from time to time by resolution of the Board.

(2) Each member must pay the annual membership fee by the first day of each financial year or another date determined by the Board from time to time.

(3) A member whose subscription is not paid within 3 months after the due date ceases to be a member unless the Board determines otherwise.



Division 2 – Rights of members

14. General

(1) Subject to clause 15(2), a member may exercise the rights of membership when his or her name is entered in the register of members.

(2) A right of membership of the Association:

(a) is not capable of being transferred or transmitted to another person; and

(b) terminates on the cessation of membership whether by death, resignation or otherwise.

15. Voting

(1) Subject to subclause (2), each member, excluding Associate Members, has one vote at general meetings of the Association.

(2) A member is not eligible to vote until 10 working days after his or her application has been accepted.

16. Notice of meetings and special resolutions

The Secretary must give all members notice of general meetings and special resolutions in the manner and time prescribed by this Constitution.

17. Access to information on Association

The following must be available for inspection by members:

(a) a copy of this Constitution;

(b) minutes of general meetings; and

(c) annual reports and annual financial reports.

18. Raising grievances and complaints

(1) A member may raise a grievance or complaint about a Board Member, the Board or another member of the Association.

(2) The grievance or complaint must be dealt with by the procedures set out in Part 8.

Division 3 – Termination, death, suspension and expulsion

19. Termination of membership

Membership of the Association may be terminated by:

(a) a notice of resignation addressed and posted to the Association or given personally to a Board Member;

(b) non-payment of the annual membership fee within the time allowed under clause 12(3); or

(c) expulsion in accordance with this Division.

20. Death of member or whereabouts unknown

If a member dies or the whereabouts of a member are unknown, the Board must cancel the member's membership.

21. Suspension or expulsion of members

(1) If the Board considers that a member should be suspended or expelled because his or her conduct is detrimental to the interests of the Association, the Board must give notice of the proposed suspension or expulsion to the member.

(2) The notice must:

(a) be in writing and include:

(i) the time, date and place of the board meeting at which the question of that suspension or expulsion will be decided; and

(ii) the particulars of the conduct.

(b) be given to the member not less than 30 days before the date of the board meeting referred to in paragraph (a)(i).

(3) At the meeting, the Board must afford the member a reasonable opportunity to be heard or to make representations in writing.

(4) The Board may suspend or expel or decline to suspend or expel the member from the Association and must give written notice of the decision and the reason for it to the member.

(5) Subject to clause 22, the decision to suspend or expel a member takes effect 14 days after the day on which notice of the decision is given to the member.



22. Appeals against suspension or expulsion

(1) A member who is suspended or expelled under clause 21 may appeal against that suspension or expulsion by giving notice to the Secretary within 14 days after receipt of the Board's decision.

(2) The appeal must be considered at a general meeting of the Association and the member must be afforded a reasonable opportunity to be heard at the meeting or to make representations in writing prior to the meeting for circulation at the meeting.

(3) The members present at the general meeting must, by resolution, either confirm or set aside the decision of the Board to suspend or expel the member.

(4) The member is not suspended or does not cease to be a member until the decision of the Board to suspend or expel the member is confirmed by a resolution of the members at a general meeting.



Part 4 – Members

Division 1 – General

23. Role and powers

(1) The business of the Association must be overseen by or conducted under the direction of the Board.

(2) The Board may exercise all the powers of the Association except those matters that the Act or this Constitution requires the Association to determine through a general meeting of members.

(3) The Board may appoint and remove the Chief Executive Officer.

(4) The Board may establish one or more committees consisting of the members of the Association the Board considers appropriate.

24. Composition of the Board

(1) The Board shall comprise a minimum of 4 Board members.

(2) The Board consists of the following officeholders:

(a) a Chairperson;

(b) a Deputy Chairperson;

(c) a Secretary;

(d) a Treasurer; and

(e) up to but not more than 5 ordinary members.

(3) A person must not hold 2 or more of the offices mentioned in clause 24(2) at the same time.

(4) The Board must nominate one of its members to be the Public Officer.

25. Delegation

(1) The Board may delegate to a committee or staff any of its powers and functions other than:

(a) this power of delegation; or

(b) a duty imposed on the Board by the Act or any other law; or

(c) the power to appoint and remove the Chief Executive Officer; or

(d) the power to approve the annual budget; or

(e) the power to approve the strategic plan.

(2) The delegation must be in writing and may be subject to the conditions and limitations the Board considers appropriate.

(3) The Board may, in writing, revoke wholly or in part the delegation.



Division 2 – Tenure of office

26. Eligibility of Board Members

(1) A Board Member must be a member who is 18 years or over.

(2) A Board Member must not be an employee of the Association.

(3) Board Members must be elected to the Board at an annual general meeting or appointed under clause 33.

27. Nominations for election to the Board

(1) A member is not eligible for election to the Board unless the Secretary receives a written nomination for that member by another member not less than 7 days before the date of the next annual general meeting.

(2) The nomination must be signed by the nominee to signify his or her willingness to stand for election.

(3) A person who is eligible for election or re-election under this clause:

(a) may propose himself or herself for election or re-election; and

(b) but may note second his or her nomination or vote for himself or herself.

28. Term of Board Members

(1) Other than a Board Member elected under clause 33(1), a Board Member's term of office starts at the annual general meeting at which they were elected and ends at the annual general meeting which occurs, prior to their term exceeding three years.

(2) Each Board Member must retire at least once every three years.

(3) A Board Member who retires under clause 28(1) may nominate for re-appointment.

29. No election by default

If the number of persons nominated for election to the Board under clause 27 does not exceed the number of vacancies to be filled, the unfilled vacancies are taken to be casual vacancies and must be filled by the new Board in accordance with clause 33.

30. Election by ballot

(1) A ballot for each member of the Board must be conducted.

(2) The ballot must be conducted in a manner determined from time to time by resolution at a general meeting.

(3) The members chosen by ballot must be declared by the Chairperson to be duly elected as members of the Board.

31. Vacating office

The office of a Board Member becomes vacant if.

(a) the Board Member:

(i) is disqualified from being a Board Member under section 30 or 40 of the Act;

(ii) resigns by giving written notice to the Board;

(iii) dies or is rendered permanently incapable of performing the duties of office by mental or physical ill-health;

(iv) ceases to be a resident of the Territory; or

(v) ceases to be a member of the Association;

(b) the Board Member is absent from more than 3 Board meetings in the same financial year without tendering an acceptable apology to the Chairperson.

32. Removal of a Board Member

(1) The Association, through a special general meeting of members, may remove any Board Member before the member's term of office ends.

(2) If a vacancy arises through removal under subclause (1), an election must be held to fill the vacancy.

33. Filling casual vacancy on the Board

(1) If a vacancy remains on the Board after the application of clause 29 or if the office of a Board Member becomes vacant under clause 31, the Board may appoint any member of the Association to fill that vacancy.

(2) However, if the office of Public Officer becomes vacant, a person must be appointed under section 27(6) of the Act to fill the vacancy.



Division 3 – Duties of Board Members

34. Collective responsibility of the Board

(1) As soon as practicable after being elected to the Board, each Board Member must become familiar with the Act, regulations made under the Act, and this Constitution.

(2) The Board is collectively responsible for ensuring the Association complies with the Act and regulations made under the Act.

35. Chairperson and Deputy Chairperson

(1) Subject to subclauses (2) and (3), the Chairperson must preside at all general meetings and board meetings.

(2) If the Chairperson is absent from a meeting, the Deputy Chairperson must preside at the meeting.

(3) If the Chairperson and the Deputy Chairperson are both absent, the presiding member for that meeting must be:

(a) a member elected by the other members present if it is a general meeting; or

(b) a Board Member elected by the other Board Members present if it is a board meeting.

36. Secretary

The Secretary must:

(a) coordinate the correspondence of the Association;

(b) ensure minutes of all proceedings of general meetings and of board meetings are kept in accordance with section 38 of the Act;

(c) maintain the register of members in accordance with section 34 of the Act;

(d) unless the members resolve otherwise at a general meeting – have custody of all books, documents, records and registers of the Association; and

(e) perform any other duties imposed by this Constitution on the Secretary.

37. Treasurer

(1) The Treasurer must ensure the accounting records of the Association are kept in accordance with section 41 of the Act.

(2) If directed to do so by the Chairperson, the Treasurer must submit to the Board a report, balance sheet or financial statement in accordance with that direction.

(3) The Treasurer must perform any other duties imposed by this Constitution or by the Board on the Treasurer.

38. Public Officer

(1) The Public Officer must ensure that documents are filed with the Director in accordance with sections 23, 28 and 45 of the Act.

(2) The Public Officer must keep a current copy of the Constitution of the Association.



Part 5 – Meetings of the Board

39. Frequency and calling of meetings

(1) The Board must meet together for the conduct of business not less than 4 times in each financial year.

(2) The Chairperson, or at least half the Board Members, may at any time convene a special meeting of the Board.

(3) A special meeting may be convened to deal with an appeal under clause 22.

40. Voting and decision making

(1) Each Board Member present in person or by proxy at the meeting has a deliberative vote.

(2) A question arising at a board meeting must be decided by a majority of votes.

(3) If there is no majority, the person presiding at the meeting has a casting vote in addition to a deliberative vote.

41. Quorum

For a board meeting, 50% of Board Members present constitutes a quorum.

42. Procedure and order of business

(1) The procedure to be followed at a board meeting must be determined from time to time by the Board.

(2) The order of business may be determined by the Board Members present at the meeting.

(3) Only the business for which the meeting is convened may be considered at a special meeting.

43. Disclosure of interest

(1) A Board Member who has a direct or indirect pecuniary interest in a contract, or proposed contract, with the Association must disclose the nature and extent of the interest to the Board in accordance with section 31 of the Act.

(2) The Secretary must record the disclosure in the minutes of the meeting.

(3) The Chairperson must ensure a Board Member who has a direct or indirect pecuniary interest in a contract, or proposed contract, complies with section 32 of the Act.

Part 6 – General Meetings

44. Convening general meetings

(1) The Association must hold all annual general meetings within 5 months after the end of the Association's financial year.

(2) The Board:

(a) may at any time convene a special general meeting;

(b) must, within 30 days after the Secretary receives a notice under clause 22(1), convene a special general meeting to deal with the appeal to which the notice relates; and

(c) must, within 30 days after it receives a request under clause 45(1), convene a special general meeting for the purpose specified in that request.

45. Special general meetings

(1) Half the number of members constituting a quorum for a general meeting may make a written request to the Board for a special general meeting.

(2) The request must:

(a) state the purpose of the special general meeting; and

(b) be signed by the members making the request.

(3) If the Board fails to convene a special general meeting within the time allowed:

(a) for clause 44(3)(b) – the appeal against the decision of the Board is upheld; and

(b) for clause 44(3)(c) – the members who made the request may convene a special general meeting as if they were the Board.

(4) If a special general meeting is convened under subclause (3)(b), the Association must meet any reasonable expenses of convening and holding the special general meeting.

(5) The Secretary must give to all members not less than 21 days' notice of a special general meeting.

(6) The notice must specify:

(a) when and where the meeting is to be held; and

(b) the particulars of and the order in which business is to be transacted.

46. Annual general meeting

(1) The Secretary must give to all members not less than 14 days' notice of an annual general meeting.

(2) The notice must specify:

(a) when and where the meeting is to be held; and

(b) the particulars of and the order in which business is to be transacted.

(3) The order of business for each annual general meeting is as follows:

(a) first – the consideration of the accounts and reports of the Board;

(b) second – the election of new Board Members; and

(b) third – any other business requiring consideration by the Association at the meeting.

47. Special resolutions

(1) A special resolution may be moved at any general meeting of the Association.

(2) The Secretary must give all members not less than 21 days' notice of the meeting at which a special resolution is to be proposed.

(3) The notice must include the resolution to be proposed and the intention to propose the resolution as a special resolution.

48. Notice of meetings

(1) The Secretary must give a notice under this Part by:

(a) serving it on a member personally; or

(b) sending it by post to a member at the address of the member appearing in the register of members; or

(c) sending it via email to a member using the email address of the member appearing in the register of members.

(2) If a notice is sent by post under subclause (1)(b), sending of the notice is taken to have been properly effected if the notice is addressed and posted to the member by ordinary prepaid mail.

(3) If the Association is a tier 3 association under the Act, the Secretary must give notice of the availability of the audited accounts at least 14 days before it is required to be presented at the annual general meeting of the association and members are to be informed by:

(a) published in a newspaper circulating in the part of the Territory where the association carries on its activities; or

(b) published in any other publication circulating in the part of the Territory the Director considers appropriate; or

(c) sent to each member in accordance with clause 49(1); or in any other manner approved by the Director.

49. Quorum at general meetings

At a general meeting, 7 members present in person or by proxy constitutes a quorum.

50. Lack of quorum

(1) If within 30 minutes after the time specified in the notice for the holding of a general meeting a quorum is not present:

(a) for an annual general meeting or special general meeting convened under clause 44(3)(a) – the meeting stands adjourned to the same time on the same day in the following week and to the same place;

(b) for a meeting convened under clause 44(3)(b) – the members who are present in person or by proxy may proceed with hearing the appeal for which the meeting is convened; or

(c) for a meeting convened under clause 44(3)(c) – the meeting lapses.

(2) If within 30 minutes after the time appointed by subclause (1)(a) for the resumption of an adjourned general meeting a quorum is not present, the members who are present in person or by proxy may proceed with the business of that general meeting as if a quorum were present.

51. Voting

(1) Subject to clauses 15(1), each member present in person or by proxy at a general meeting is entitled to a deliberative vote.

(2) At a general meeting:

(a) an ordinary resolution put to the vote is decided by a majority of votes made in person or by proxy; and

(b) a special resolution put to the vote is passed if three-quarters of the members who are present in person or by proxy vote in favour of the resolution.

(3) A poll may be demanded by the Chairperson or by 3 or more members present in person or by proxy.

(4) If demanded, a poll must be taken immediately and in the manner the Chairperson directs.

52. Proxies

A member may appoint in writing another member to be the proxy of the appointing member to attend and vote on behalf of the appointing member at any General meeting.

53. Adjournment of General meeting

(1) The Chairperson may, with the consent of a General meeting at which a quorum is present, and must, if directed by the members at the meeting, adjourn that General meeting from time to time and from place to place.

(2) The Chairperson may adjourn a meeting without the consent of members if it becomes impracticable to continue the meeting because of:

- (a) loss of quorum;
- (b) disorder;
- (c) a threat to the safety of those present;
- (d) failure of technology (for electronic or hybrid meetings); or
- (e) any other circumstance that makes it impossible to conduct the meeting in an orderly manner.

(3) Only the business left unfinished at the original meeting may be transacted at the adjourned meeting.

(4) Notice of Adjourned Meeting:

- (a) If the adjourned meeting is to be held within 30 days after the original meeting and at a place and time decided by the meeting, no further notice is required.
- (b) If the adjourned meeting is to be held more than 30 days later, or at a time and place not fixed at the meeting, the secretary must give written or email notice to all members at least 14 days before the adjourned meeting, stating:
  - (i) the date, time and place of the meeting; and
  - (ii) the business to be transacted.

(5) If within 30 minutes after the time specified in the notice for the holding of a General meeting a quorum is not present, the meeting is dissolved and no further adjournment may be made.

(6) The proceedings at an adjourned meeting are taken to be a continuation of the original meeting.

Part 7 – Financial Management

54. Financial year

The financial year of the Association is the 12 months ending on 30 June.

55. Funds and accounts

(1) The Association must open and maintain an account with a financial institution from which all expenditure of the Association is made and into which all of the Association's revenue is deposited.

(2) Subject to any restrictions imposed by the members at a general meeting, the Board may approve expenditure on behalf of the Association within the limits of the budget.

(3) All funds of the Association must be deposited into the financial account of the Association no later than 5 working days after receipt or as soon as practicable after that day.

(4) With the approval of the Board, the Chief Executive Officer may maintain a cash float provided that all money paid from or paid into the float is accurately recorded at the time of the transaction.

56. Accounts and audits

The responsibility of the Board under clause 34(2) for ensuring compliance with the Act includes meeting the requirements of Part 5 of the Act and regulations made for that Part relating to:

(a) the keeping of accounting records;

(b) the preparation and presentation of the Association's annual statement of accounts; and

(c) the auditing of the Association's accounts.



Part 8 – Grievance and disputes

57. Grievance and disputes procedures

(1) This clause applies to disputes between:

(a) a member and another member; or

(b) a member and the Board.

(2) Within 14 days after the dispute comes to the attention of the parties to the dispute, they must meet and discuss the matter in dispute, and, if possible, resolve the dispute.

(3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days after the meeting, hold another meeting in the presence of a mediator.

(4) The mediator must be:

(a) a person chosen by agreement between the parties; or

(b) in the absence of agreement:

(i) for a dispute between a member and another member – a person appointed by the Board; or

(ii) for a dispute between a member and the Board – a person who is a mediator appointed or employed by the department administering the Act.

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must:

(a) give the parties to the mediation process every opportunity to be heard;

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

Part 9 – Miscellaneous

58. Common seal

(1) The common seal of the Association must not be used without the express authority of the Board and every use of that common seal must be recorded by the Secretary.

(2) The affixing of the common seal of the Association must be witnessed by any 2 of the following:

(a) the Chairperson;

(b) the Deputy Chairperson;

(c) the Secretary;

(d) the Treasurer;

(e) the Public Officer;

(f) the Chief Executive Officer.

(3) The common seal of the Association must be kept in the custody of the Chief Executive Officer or another person the Board from time to time decides.

59. Distribution of surplus assets on winding up

(1) If on the winding up or dissolution of the Association, and after satisfaction of all its debts and liabilities, there remains any assets, the assets must not be distributed to the members or former members.

(2) The surplus assets must be given or transferred to another legal entity that:

(a) has similar objects or purposes;

(b) is not carried on for profit or gain to its individual members; and

(c) is determined by resolution of the members.



Part 10 – Melaleuca Australia Fund

Clauses 59–62 inclusive shall only be in effect where the Association is approved by the Australian Taxation Office as having deductible gift recipient status.

60. Establishing and Maintaining a Gift Fund

The association will establish and maintain a separate gift fund to be called the Melaleuca Australia Fund for the specific purpose of receiving gifts and donations of money or property intended to support the purpose and objectives of the association.

61. Rules applying to the Gift Fund

The Fund will be administered according to the following rules:

Objective of the Fund

(a) The objective of the Fund is to support the association's Objects and Purposes.

Seek Funds from the Public

(b) Members of the public are invited to make gifts of money or property to the Fund for the environmental purposes of the Association.

(c) Any money received because of such gifts must be credited to its bank account.

Income

(d) Money from interest on donations, income derived from donated property, and money from the realisation of such property must be deposited into the Fund

Separate Bank Account for the Fund

(e) A separate bank account is to be opened to deposit money donated to the Fund, including interest accruing thereon.

(f) Gifts to it are to be kept separate from other funds of the Association.

Receipts

(g) Receipts are to be issued in the name of the Fund and proper accounting records and procedures are to be kept and used for the Fund.

Not-for-profit

(h) The Fund will be operated on a not-for-profit basis.

Natural environment

(i) Expenditure from the Fund can only be used for the protection and enhancement of the natural environment and cannot be used for built, cultural, and historic environments.

62. Conduit Policy

Any allocation of funds or property to other persons or organisations will be made in accordance with the established purposes of the association and not be influenced by the preference of the donor.



63. Distribution of surplus Gift Fund assets

If the organisation is wound up or if the endorsement of the Association as a deductible gift recipient is revoked, the gifted assets to the Association remaining after the payment of the Association's liabilities shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made which has similar objects or purposes to the Association, which for avoidance of doubt such assets include the following:

(a) Gifts of money or property for the principal purpose of the Association;

(b) Contributions made in relation to an eligible fundraising event held for the principal purpose of the Association; and

(c) Money received by the Association as a result of such gifts and contributions.

Melaleuca
AUSTRALIA
Everyone belongs

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