

**ASSOCIATION FOR WASTE AND  
RESOURCE EDUCATION  
(VICTORIA) INC.**



**RULES OF  
INCORPORATION**

*(Associations Incorporation Act 1981)*  
As amended on 22 September 2004

## NAME

1. The name of the Incorporated Association is “ASSOCIATION FOR WASTE AND RESOURCE EDUCATION (VICTORIA) INCORPORATED” (in these Rules called “AWARE (Victoria”).

## INTERPRETATION

2. In these Rules, unless the contrary intention appears, the following interpretation shall operate:

- a) “AWARE (Victoria)” means the above-named association.
- b) “The Rules” means the rules of AWARE (Victoria) in force for the time being.
- c) “Month” means calendar month.
- d) “Financial Year” means the year ending on June 31, unless altered by the Annual General Meeting.
- e) “Committee of Management” means the Committee of Management of the association.
- f) “General Meeting” means a general meeting of members convened in accordance with Rule 13.
- g) “Member” means a financial member of AWARE (Victoria).
- h) “Ordinary Member of the Committee of Management” means a member of the Committee of Management who is not an officer of AWARE (Victoria) under Rule 23.
- i) “The Act” means the Associations Incorporation Act 1981.
- j) “The Regulations” means Regulations under the Act.
- k) “Officers” means the elected members of the Committee of Management.

(2) In these rules, a reference to the Secretary of AWARE (Victoria) is a reference where the person who holds office under these Rules as Secretary of AWARE (Victoria).

(3) Words or expressions contained in these Rules shall be interpreted in accordance with the *Interpretation of Legislation Act* 1984 and the Act as in force from time to time.

## APPLICATION FOR MEMBERSHIP

3.(1) A person who is nominated and approved for membership as provided in these Rules is eligible to be a member of AWARE (Victoria) on payment of the annual subscription (set yearly by the Committee of Management) payable under these Rules. Membership is open to any person with an interest in waste minimisation education.

(2) A person who is not a member of AWARE (Victoria) at the time of incorporation of AWARE (Victoria) (or who was a member at the time, but has ceased to be a member) shall not be admitted to membership-

- a) unless nominated as provided in sub-clause (3); and
- b) the admission as a member is approved by the Committee of Management.

(3) A nomination of a person for membership AWARE (Victoria)-

- a) shall be made in writing in the form set out in Appendix 1; and
- b) shall be lodged with the Secretary of AWARE (Victoria).

- (4) As soon as is practicable after the receipt of nomination, the Secretary shall refer the nomination to the Committee of Management.
- (5) Upon a nomination being referred to the Committee of Management, the Committee of Management shall determine whether to approve or to reject the nomination.
- (6) Upon a nomination being referred to the Committee of Management, the Secretary shall, with as little delay as possible, notify the nominee in writing of either approval or disapproval for membership of the Association and request payment, within the period of 28 days after receipt of the notification, of the sum payable under these Rules as the entrance fees and the first year's annual subscription.
- (7) The Secretary shall, upon payment of the amounts referred to in sub-clause (6) and within the period referred to in that sub-clause, enter the nominee's name in the Register of Members and, upon the name being so entered, the nominee becomes a member of AWARE (Victoria).
- (8) A right, privilege, or obligation of a person by reason of membership of AWARE (Victoria)-
- a) is not capable of being transferred or transmitted to another person; and
  - b) terminates upon the cessation of membership whether by death or resignation or otherwise.

## **LIABILITY**

4. If any member, by breach of these rules, or by unlawful act, causes AWARE (Victoria) or any officer of AWARE (Victoria) to pay money, such member shall be civilly liable to AWARE (Victoria) or such officer for the amount so paid.

## **ENTRANCE FEE AND ANNUAL SUBSCRIPTION**

5. (1) The annual subscription fee will be approved each year at the Annual General Meeting and is payable in advance on or before 1 July in each year.
- (2) Any member who fails to pay the annual subscription within four (4) months of the beginning of the financial year shall cease to be a member of AWARE (Victoria).

## **REGISTER OF MEMBERS**

6. The Secretary shall keep and maintain a Register of Members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection and copying by members upon request.

## **RESIGNATION AND EXPULSION OF MEMBERS**

- 7.(1) A member of AWARE (Victoria) who has paid all moneys due and payable by the member to AWARE (Victoria) may resign from AWARE (Victoria) by first giving one months notice in writing to the Secretary of his or her intention to resign and upon the expiration of that period of notice, the member ceases to be a member.

(2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member, by whom the notice was given, ceased to be a member.

8.(1) Subject to these rules, the Committee of Management may by resolution-

- a) expel a member from AWARE (Victoria); or
  - b) suspend a member from membership of AWARE (Victoria)-
- if the Committee of Management is of the opinion that the member-
- a) has refused or neglected to comply with the rules; or
  - b) has been guilty of conduct unbecoming a member or prejudicial to the interests of AWARE (Victoria).

(2) A resolution of the Committee of Management under sub-clause (1)-

- a) does not take effect unless the Committee of Management, at meeting held not earlier than 14 days and not later than 28 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
- b) where the member exercise a right of appeal to AWARE (Victoria) under this clause, does not take effect unless AWARE (Victoria) confirms the resolution in accordance with this clause.

(3) If the Committee of Management passes a resolution under subclause (1), the Secretary shall, as soon as practicable, cause to be served on the member a notice in writing-

- a) setting out the resolution of the Committee of Management and the grounds on which it was based;
- b) stating that the member may address the Committee of Management at a meeting to be held not earlier than 14 days and not later than 28 days after the service on the member of a notice;
- c) stating the date, place and time of that meeting;
- d) informing the member that he or she may do one or more of the following:
  - (i) attend the meeting;
  - (ii) give to the Committee of Management before the date of that meeting a written statement seeking the revocation of the resolution; and
  - (iii) not later than 24 hours before the date of the meeting, lodge with the Secretary a notice to the effect that he or she wishes to appeal to AWARE (Victoria) in general meeting against the resolution.

(4) At a meeting of the Committee of Management held in accordance with sub-clause (2), the Committee of Management -

- a) shall give to the member an opportunity to be heard;
- b) shall give due consideration to any written statement given by the member;
- c) shall by resolution determine whether to confirm or to revoke the resolution.

(5) If the Secretary receives a notice under sub-clause (3), he or she shall notify the Committee of Management, and the Committee of Management shall convene a special general meeting of AWARE (Victoria) to be held within twenty-one days after the date on which the Secretary received the notice.

(6) At a special general meeting of AWARE (Victoria), convened under sub-clause (5)-

- a) no business other than the question of appeal shall be transacted;
- b) the Committee of Management may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
- c) the members shall be given an opportunity to be heard; and

- d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- (7) If at the special general meeting-
- a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
  - b) in any other case, the resolution is revoked.

## **MEETINGS**

9. There shall be four types of meetings held by members of AWARE (Victoria)-
- a) Committee of Management meetings;
  - b) annual general meetings;
  - c) ordinary general meetings; (formerly planning group meetings) and
  - d) special general meetings.

## **COMMITTEE OF MANAGEMENT MEETINGS**

Refer to pages 9-11.

## **ANNUAL GENERAL MEETING**

- 10.(1) AWARE (Victoria) shall in each financial year convene an annual general meeting of its members.
- (2) The annual general meeting shall be held on such a day as the Committee of Management determines, but not later than 31 September in each year.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of annual general meeting shall be-
- a) to confirm the minutes of the last preceding annual general meeting;
  - b) to receive from the Committee of Management reports upon the transactions of AWARE (Victoria) during the last preceding financial year;
  - c) to elect officers of AWARE (Victoria) and the ordinary members of the Committee of Management; and
  - d) to receive and consider the statement submitted by AWARE (Victoria) in accordance with section 30(3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with the Rules.
- (6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

## **ORDINARY GENERAL MEETINGS**

11.(1) Ordinary general meetings shall be held on a monthly basis (with the exception of January) at different venues. A member may volunteer to host a meeting at either his or her organisation's offices or at a nominated venue. The date, time and venue of each meeting is to be decided by the members present at the preceding meeting.

(2) The Secretary is to provide written or electronic notice of this meeting by post, facsimile or electronic communication plus the minutes of the preceding ordinary general meeting at least seven days before the forthcoming meeting.

(3) Decisions made at ordinary general meetings shall be binding on the organisation, provided a quorum is present. A quorum is defined as at least six financial members, including at least three members of the Committee of Management.

(4) At ordinary general meetings, the following business shall be considered:

- a) future projects and grant applications
- b) possible guest speakers
- c) future seminars/conferences
- d) conferences interstate and overseas
- e) future tours
- f) activities to further educate members
- g) new initiatives
- h) common problems/concerns
- i) policy for publicity/actions
- j) time, date and venue of future meetings

## **SPECIAL GENERAL MEETINGS**

12. All general meetings, other than ordinary general meetings and the annual general meeting, shall be called special general meetings.

13.(1) The Committee may, whenever it thinks fit, convene a special general meeting of AWARE (Victoria) and, where, but for this sub-clause, more than fifteen months would elapse between annual general meetings, shall convene a general meeting before the expiration of that period.

(2) The Committee of Management shall, on the requisition in writing of members representing not less than 5 percent of the total number of members, convene a special general meeting of AWARE (Victoria).

(3) The requisition for a special meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.

(4) If the Committee of Management does not cause a special general meeting to be held within the month after the date on which the requisition is sent to the address of the Secretary, the

members making the requisition, or any of them, may convene a special general meeting to be held not later than three months after date.

(5) A special general meeting convened by members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee of Management. All reasonable expenses incurred in convening the meeting shall be refunded by AWARE (Victoria) to the persons incurring the expenses.

## **NOTICE OF MEETING**

14.(1) The Secretary of AWARE (Victoria) shall, at least seven days before the date fixed for holding a general meeting of AWARE (Victoria), cause to be sent to each member of AWARE (Victoria) at the address appearing in the Register on Members, a notice by prepaid post or by facsimile transmission or electronic transmission stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.

(2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.

(3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting.

## **PROCEEDINGS AT GENERAL MEETINGS**

15.(1) All business that is transacted at a special general meetings and all business that is transacted at ordinary general meetings and the annual general meeting with the exception of that specially referred to in these rules as being the ordinary business of the general meeting shall be deemed to be special business.

(2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.

(3) Six members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of the annual general meeting, the ordinary general meeting and the special general meeting. Of these six members, three must be officers of the Committee of Management.

(4) If within half an hour after the appointed time for the commencement of a special general meeting, a quorum is not present, the meeting, if convened upon the requisition of members, shall be dissolved.

(6) In any other case, the meeting shall stand adjourned to such a day specified by the Chairperson at the time of the adjournment or by written or electronic notice to members given before the day to which the meeting is adjourned. If, at the adjourned meeting, the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

16.(1) The President, or in the President's absence, the Vice President, shall preside as Chairperson at the annual general meeting and at special general meetings. At ordinary general meetings, the person hosting the meeting shall be Chairperson.

(2) If the President or Vice President are absent at either the annual general meeting or at a special general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

17.(1) The Chairperson of a general meeting, at which a quorum is present, may with the consent of the meeting, adjourn the meeting, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.

(2) Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.

(3) Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business transacted at an adjourned meeting.

18. A question arising at a general meeting of AWARE (Victoria) shall be determined on a show of hands and unless, before or on the declaration of the show of hands, a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, and an entry to that effect in the Minutes book of AWARE (Victoria) is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

19.(1) Upon any question arising at a general meeting of AWARE (Victoria), a member has only one vote.

(2) All votes shall be given personally or by proxy.

(3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

20.(1) If at a meeting, a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such a manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.

(2) A poll that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith, and a poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.

21. A member is not entitled to vote at any general meeting unless all moneys due and payable by the member to AWARE (Victoria) have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

22.(1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

(2) The notice appointing the proxy shall be in the form set out in Appendix 2.

## COMMITTEE OF MANAGEMENT

23.(1) The affairs of AWARE (Victoria) shall be managed by the Committee of Management, constituted as provided in Rule 24.

(2) The Committee of Management-

- a) shall be elected at the annual general meeting;
- b) shall control and manage the business and affairs of AWARE (Victoria);
- c) may, subject to these Rules, the Regulations and the Act, exercise all such powers and functions as may be exercised by AWARE (Victoria) other than those powers and functions as may be exercised by general meetings of AWARE (Victoria); and
- d) subject to these Rules, the regulations and the Act, has the power to perform all such acts and things as appear to the Committee of Management to be essential for the proper management of the business and affairs of AWARE (Victoria).

(3) The roles of the Committee of Management shall include-

- a) keeping minutes of all meetings and distributing these to appropriate members as required;
- b) keeping financial records;
- c) approving purchasing;
- d) coordinating projects;
- e) approving membership;
- f) withdrawing membership; and
- g) deciding on the date and time of annual general meetings.

24.(1) The officers of AWARE (Victoria) shall be-

- a) President
- b) Vice President
- c) Treasurer
- d) Secretary.

(2) The provisions of Rule 25, so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).

(3) Each officer of AWARE (Victoria) shall hold office until the annual general meeting next after the date of his or her election, but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee of Management may appoint one of its members to the vacant office, and the member so appointed may continue in office up to and including the conclusion of the annual general meeting next following the date of the appointment.

25.(1) Subject to section 23 of the Act, the Committee of Management shall consist of-

- a) the officers of AWARE (Victoria)
- b) two ordinary members-  
each of whom shall be elected at the general meeting of AWARE (Victoria) each year.

(2) Each ordinary member of the Committee of Management shall, subject to these Rules, hold office until the annual general meeting next after the date of election, but is eligible for re-election.

(3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee of Management, the Committee of Management may appoint a member of AWARE (Victoria) to fill the vacancy and the member so appointed shall hold office, subject to the Rules, until the conclusion of the general meeting next following the date of appointment.

(4) The Committee of Management may co-opt members from time to time, with special skills or for specific functions.

## **ELECTION OF OFFICERS AND VACANCY**

26.(1) Nominations of candidates for election as officers of AWARE (Victoria) or as ordinary members-

- a) shall be made in writing, signed by two members of AWARE (Victoria) and accompanied by the written consent of the candidate (which may be endorsed on the form of the nomination); and
- b) shall be delivered to the Secretary of AWARE (Victoria) not less than seven days before the date fixed for the holding of the annual general meeting.

(2) If insufficient nominations are received to fill all vacancies on the Committee of Management, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.

(3) If the number of nominations received is equal to the nominations to be filled, the persons nominated shall be deemed to be elected.

(4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

(5) The ballot for the election of officers and ordinary members of the Committee of Management shall be conducted at the annual general meeting in such usual and proper as the Committee of Management may direct.

(6) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

27. For the purposes of these Rules, the office of an officer of AWARE (Victoria) or of any ordinary member of the Committee of Management becomes vacant if the officer or member-

- a) ceases to be a member AWARE (Victoria);
- b) becomes an insolvent under administration within the meaning of the Companies (Victoria) Code; or
- c) resigns from office by notice in writing given to the Secretary.

## **PROCEEDINGS OF THE COMMITTEE OF MANAGEMENT**

28.(1) The Committee of Management shall meet as necessary, at a time and place to be determined by the Committee of Management.

(2) Special meetings of the Committee of Management shall be convened by the President or by any four of the members of the Committee of Management.

(3) Notice shall be given to members of the Committee of Management of any special meeting specifying the general nature of the business to be transacted, and no other business may be transacted at such a meeting.

(4) Any four members of the Committee of Management constitute a quorum for the transaction of the business of a meeting of the Committee of Management.

(5) No business shall be transacted unless a quorum is present and, if, within half an hour of the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to a time and place determined by the Committee of Management, unless the meeting was a special meeting, in which case the meeting lapses.

(6) At the meetings of the Committee of Management-

- a) the President or in the President's absence, the Vice President shall preside: or
- b) if the President and the Vice President are absent, such one of the remaining members of the Committee of Management as may be chosen by the members shall preside.

(7) Questions arising at a meeting of the Committee of Management or of any sub-committee appointed by the Committee of Management shall be determined on a show of hands or, if demanded by a member, by a poll taken in such a manner as the person presiding at the meeting may determine.

(8) Each member present at the meeting of the Committee of Management or of any sub-committee appointed by the Committee of Management is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

(9) Written or electronic notice of each Committee of Management meeting shall be served on each member of the Committee of Management by delivering it to the member at a reasonable time before the meeting or by sending it by either fax or prepaid post addressed to him or her at his or her last known address at least two business days before the date of the meeting.

(10) Subject to sub-clause (4) the Committee of Management may act notwithstanding any vacancy on the Committee of Management.

(11) Any member absent from two (2) consecutive meetings without a reasonable explanation may be considered to have vacated his or her position on the Committee of Management.

## **EXECUTIVE**

29. An executive with power to act in an emergency between ordinary meetings of the Committee of Management shall consist of the President, Secretary and Treasurer. In the absence of any one of them, a Vice President may be invited to act as a member of the Executive. Any such action of the Executive shall be subject to endorsement at the following Committee of Management meeting.

## **DUTIES OF OFFICERS**

## ***PRESIDENT***

30. The duties of the President shall be to preside at all meetings, except the ordinary general meetings, to regulate and keep order in all proceedings and carry into effect the Rules and By-Laws of AWARE (Victoria).

## ***VICE -PRESIDENT***

31. The Vice Presidents shall deputise for the President when requested and support the President in carrying into effect the Rules and By-laws of AWARE (Victoria).

## ***SECRETARY***

32.(1) The Secretary's duties shall include the following:

- a) Acting as Executive Officer of the Board and, if possible, attending all meetings of the Committee of Management and of ordinary, annual and special general meetings of AWARE (Victoria).
- b) Conducting all correspondence in connection with the general business of AWARE (Victoria).
- c) Preparing the report of the Board on the activities of AWARE (Victoria) during the year for presentation to the Annual General Meeting of AWARE (Victoria).
- d) Being responsible for coordinating the recording of minutes of all meetings of the Committee of Management and its members.

(2) The Secretary of AWARE (Victoria) shall keep minutes of the resolutions and proceedings of each general meeting and each Committee of Management meeting in books provided for that purpose, together with the names of persons present at the meetings.

(3) Except as otherwise provided in these Rules, the Secretary shall keep in custody or under control all books, documents and securities of AWARE (Victoria). These shall be available for inspection at AWARE (Victoria) headquarters by members of AWARE (Victoria).

## ***TREASURER***

33. The Treasurer of AWARE (Victoria) -

- a) shall collect and receive all monies due to AWARE (Victoria) and make all payments authorised by AWARE (Victoria); and
- b) shall keep correct accounts and books showing the financial affairs of AWARE (Victoria) with full details of all receipts and expenditure connected with the activities of AWARE (Victoria).
- c) shall prepare and submit audited financial statements to each Annual General Meeting.
- d) shall make recommendations on all fees and charges pertaining to AWARE (Victoria).

## **REMOVAL OF MEMBER OF COMMITTEE OF MANAGEMENT**

34. (1) AWARE (Victoria) in general meeting may, by resolution, remove any member of the Committee of Management before the expiration of the member's term of office and appoint

another member in his or her stead to hold office until the expiration of the term of the first-mentioned member.

(2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of AWARE (Victoria) (not exceeding a reasonable length) and requests that they be notified to the members of AWARE (Victoria), the Secretary or the President may send a copy of the representations to each member of AWARE (Victoria) or, if they are not so sent, the member may require that they be read out at the meeting.

## **VOTING**

35. All questions for the decision of the Committee of Management or any meeting thereof shall be proposed and seconded and the result thereof determined by a show of hands, unless a ballot be requested by at least three (3) members.

## **INDEMNITY OF OFFICERS**

36. If the President, Secretary or Treasurer in office as such, pays or is liable to pay money for any act, default or omission of any other person, such money shall be refunded by AWARE (Victoria) or paid by AWARE (Victoria).

## **CHEQUES**

37. All cheques, drafts and bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee of Management.

## **SEAL**

38. (1) A Common Seal of AWARE (Victoria) shall be kept in the custody of the Secretary.

(2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee of Management and the affixing of the Common Seal shall be attested by the signatures of two Officers of AWARE (Victoria).

## **ALTERATION OF RULES AND STATEMENT OF PURPOSE**

39. These Rules and the Statement of Purpose of AWARE (Victoria) shall not be altered except in accordance with the Act.

## **NOTICES**

40.(1) A notice may be served by or on behalf of AWARE (Victoria) upon any member either personally or by sending it by post to the member at the address shown in the Register of Members.

(2) Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.

## **WINDING UP OR CANCELLATION**

41. In the event of the winding up or the cancellation of the incorporation of AWARE (Victoria), the assets of AWARE (Victoria) shall be disposed of in accordance with the provisions of the Act.

## **CUSTODY OF RECORDS**

42.(1) Except as otherwise provided in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of AWARE (Victoria).

(2) All accounts, books, documents and securities of AWARE (Victoria) shall be available for inspection and copying by any member of AWARE (Victoria) upon request.

## **FUNDS**

43. (1) The funds of AWARE (Victoria) shall be derived from membership fees, annual subscriptions, donations, sponsorship and other such sources as the Committee of Management determines.

(2) Proper books of accounts shall be kept by the Treasurer.

(3) The accounts and books referred to in sub-clause (2) shall be available for inspection by members.

## **EXPENDITURE**

44. (1) A single item of expenditure up to \$500 may be authorised by the Treasurer.

(2) No single item of expenditure exceeding \$500 shall be entered into without written authority from the Treasurer and one other member of the Committee of Management.

(3) No single item of expenditure exceeding \$5000 shall be entered into without written authority from all members of the Committee of Management.

## **Appendix 1. Membership Information and Membership Application Form 1997**

See next page.

## **Appendix 2. Statement of Purpose**

### ***Statement of Purpose***

To foster communication between interested waste and resource educators in Victoria about effective educational resources and school and community education programs and strategies.

### ***Main Aims***

- To lead to the betterment of waste minimisation education.
- To provide opportunities for networking between waste educators in many sectors.
- To minimise unnecessary duplication of resources and education programs.
- To provide input into waste minimisation education strategies.
- To provide input into school education curriculum at the Victorian and Commonwealth levels.



# AWARE VICTORIA MEMBERSHIP 2004/2005

DATE \_\_\_ / \_\_\_ / \_\_\_\_\_

## Invoice

<b>Membership Category:</b>	
<input type="checkbox"/> Individual members	\$50.00
<input type="checkbox"/> Concession (students, part time)	\$35.00
<input type="checkbox"/> Not for profit organisations	\$80.00
<input type="checkbox"/> Corporate members	\$120.00*
<input type="checkbox"/> <b>AWARENESS JOURNAL ONLY Non Members</b>	\$10.00
<b>TOTAL - (NO GST APPLIES) \$</b>	

### MEMBER DETAILS:

**Name:** \_\_\_\_\_  
**Organisation:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Postal Address:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

*\*Corporate members are entitled to nominate three people to attend workshops and meetings.*

### MEMBER 2

**Name:** \_\_\_\_\_  
**Organisation:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Postal Address:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

### MEMBER 3

**Name:** \_\_\_\_\_  
**Organisation:** \_\_\_\_\_  
**Position:** \_\_\_\_\_  
**Postal Address:** \_\_\_\_\_  
**Street Address:** \_\_\_\_\_  
  
**Phone:** \_\_\_\_\_  
**Fax:** \_\_\_\_\_  
**E-mail:** \_\_\_\_\_  
**Website:** \_\_\_\_\_

Send your payment to: Association for Waste and Resource Education  
 PO BOX 975, South Melbourne 3205  
[www.aware.asn.au](http://www.aware.asn.au)