



1. **TITLE** The organisation shall be known as the Epping Civic Trust
2. **OBJECTS** The objects of the Trust shall be:
  - (a) to preserve the natural beauty of the area - trees, parklands and bushlands.
  - (b) to initiate and support moves which will make the area a better and healthier place to live in.
  - (c) to protect the area from:
    - (i) environmental ugliness and bad planning;
    - (ii) all kinds of pollution and unnecessary noise;
    - (iii) destruction and vandalism by public or private organisations;
    - (iv) exploitation by developers;
    - (v) future high density housing and development of industry.
  - (d) to encourage the community spirit within the area.
  - (e) if necessary, in the pursuit of these aims, to support the creation of a new Municipality.
3. **AREA** The area to be served by the Trust will be Epping and those adjacent areas, where there exists sufficient support for the aims of the Trust.
4. **MEMBERSHIP**
  - (a) Membership shall be open to individuals located or residing in the area and having aims similar to those detailed in paragraph No. 2.
  - (b) New members must be nominated by two members of the Trust at a General Meeting and accepted by a majority of not less than two-thirds of the members present at the Meeting.
  - (c) Membership fee shall be determined at each Annual General Meeting or at any ordinary or special meeting by giving notice of motion, of which seven days' notice must be given.
  - (d) Period of annual membership shall be from January 1 to December 31.
  - (e) The financial year of the Trust shall be from January 1 to December 31 annually.
5. **POLICY** This Trust:
  - (a) shall be non-sectarian, non-political and shall not affiliate with or support any sectarian or political body.
  - (b) may co-operate with any other organisation having similar aims and with Local Government authorities, and other bodies concerned in the administration of the area.
  - (c) may seek the co-operation of Councillors and Members of Parliament, to further the objects of the Trust.
  - (d) May sponsor, support and financially assist independent candidates who are standing for office in local councils and who are in sympathy with the aims of the Trust.
6. **MEETINGS**
  - (a) The Annual General Meeting shall be held in February and seven days' notice shall be given to members.
  - (b) The President may call an ordinary or a special meeting at his discretion.
  - (c) A special meeting must be called if a requisition signed by three members is lodged with the President or Secretary. Such a meeting must be convened within fourteen days of the lodging of the requisition.
  - (d) Evening meetings shall commence at 7:30 pm and end not later than 9:30 pm unless an extension of time is granted by the meeting with a two-thirds majority.
  - (e) A meeting of the Executive shall consist of two office bearers and a committee member, as a minimum.
7. **OFFICE BEARERS**

The Officers of the Trust shall be:  
President; two Vice-Presidents; Honorary Secretary, Honorary Treasurer and any other officers as may be required.

8. **ELECTION OF OFFICERS**

- (a) Officers shall be elected at the Annual General Meeting in each year.
- (b) Should any officer of the Trust absent themselves from three successive meetings without just cause, the office shall be deemed to be vacant and an election to fill the vacancy will be held at the next General Meeting, due notice of which shall be given.
- (c) Should any office become vacant through any cause whatsoever, the nominations and election to that office shall take place at the next meeting, due notice of which shall be given; however, the executive shall have power to fill a casual vacancy until the nomination and election mentioned above shall take place.

9. **QUORUM** A quorum for a General meeting shall be nine financial members.

10. **ALTERATIONS TO CONSTITUTION**

This constitution cannot be altered or amended except by a two-thirds majority vote at a General Meeting or a Special Meeting called for the purpose. Notice of motion to amend or alter the constitution must be given at least seven days prior to the meeting at which it is intended to alter or amend the constitution.

11. **BANKING**

- (a) All money collected is to be banked in a bank account in the name of the Trust. The bank and branch to be approved by the Trust.
- (b) All cheques drawn by the Trust must be signed by two of the following officers: President; Vice-President; Secretary; Treasurer; Assistant Treasurer or Minutes Secretary.

11a. **INVESTMENT OF MONIES**

Monies surplus to immediate needs may be invested from time to time in any Authorised Trustee Investment, at the discretion of the Executive Committee (Office-Bearers).

12. **AUDITOR**

An Auditor shall be appointed at the Annual General Meeting. They shall audit the books of the Trust at the end of the financial year and shall forward to the Secretary or present at the Annual General Meeting their certified report.

12a. **TREASURER**

Duties of the Treasurer are to keep records of income and expenditure, comprising at a minimum a Receipt Book, Cash Book, Cheque Book and Bank Deposit Book; to present at each Ordinary General Meeting a financial statement showing cash on hand and at Bank; and income and expenditure since the date of the previous meeting; to prepare a statement of Receipts and Expenditure for the Trust's financial year, and the Balance Sheet for the Auditor, and to present this audited report at the Annual General Meeting. This report is to be circulated to members.

13. **VOTING**

- (a) Only financial members shall be entitled to vote.
- (b) Motions will be carried by a simple majority, except in those cases in which the Constitution lays down that there must be a two-thirds majority.
- (c) The President may vote in the event of a deadlock.

14. **DISSOLUTION**

- (a) The Trust shall be dissolved in the event of membership being less than three persons, or upon the vote of a two-thirds majority of the financial members present at a Special Meeting convened to consider the question of dissolution.
- (b) Upon dissolution and at the same meeting, assets and funds on hand that remain after payment of all expenses and liabilities, shall be transferred to an organisation that is not carried on for the profit or gain of its individual members and has similar aims and objectives as the Trust. The organisation to be decided by a majority of the members present.

15. **DONATIONS**

The Trust shall not donate funds to any charity, association, body or person, EXCEPT to an organisation that has similar aims and objectives as the Trust.

16. **INCOME AND PROPERTY**

The income and property of the Trust shall be applied solely in furtherance of its objects and no portion shall be distributed directly or indirectly to its members except as bona fide compensation for the services rendered or expenses incurred on behalf of the Trust.