



RULES AND BY-LAWS

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December 2020

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RULES

1. NAME

The name of the Association shall be AUSTRALIAN NATIVE PLANTS SOCIETY (AUSTRALIA) INCORPORATED.

2. OBJECTS

- (1) To further collaboration between Autonomous Member Societies.
- (2) To promote all aspects of the horticulture of Australian plants.
- (3) To promote the conservation of Australian plants and their habitats and
- (4) To speak with one voice for Member Societies at a national level.

3. POWERS

- (1) The Association shall have the following powers to be exercised only when appropriate to its objects.
 - (a) To acquire, hold, and dispose of real and personal property;
 - (b) To invest any funds in investments authorised for trust funds under any Law in Australia;
 - (c) To establish Study Groups appropriate to its objects; and
 - (d) To do any other thing appropriate to its objects.

4. DEFINITIONS

- (1) In these Rules and By-Laws unless the contrary intention appears -
 - (a) "Association" means Australian Native Plants Society (Australia) Incorporated.
 - (b) "Member Society" means an Autonomous Member Society. A reference to "member" in the Act shall be taken to be a reference to a Member Society.
 - (d) "the Territory" means the Australian Capital Territory.
 - (e) "the Act" means the Associations Incorporation Act 1991 of the Australian Capital Territory.
 - (f) "Delegate" means a delegate referred to in Rule 9.
 - (g) "Officer" and "office" means an officer or office referred to in Rule 8.
 - (h) The Executive as described in Rule 6(3) shall constitute the committee of the Association for the purposes of the Act. Each Member Society hereby appoints the Executive as its representative on the committee of the Association.
 - (i) Council Meetings, Biennial Meetings and Special Meetings as described in Rule 6 shall constitute general meetings for the purposes of the Act.
- (2) In these Rules and By-Laws unless the contrary intention appears -
 - (a) A word importing the singular includes the plural and vice versa.
 - (b) A reference to a rule or sub-rule is a reference to a rule or sub-rule herein.

5. MEMBERSHIP

- (1) Only Associations or bodies referred to in Rule 5(5) may be members of the Association. Members of Member Societies shall not be members of the Association.
 - (2) The principal rights and duties of a Member Society:
 - (a) A Member Society has the following rights -
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- (i) To be represented by voting Delegates on Council, at Annual General Meetings, at Special Meetings and at Biennial Meetings
and
 - (ii) To receive Society news in an approved format.
- (b) A Member Society has the following duties -
- (i) To appoint one Delegate to attend Council Meetings, one Delegate to attend Annual General Meetings and one Delegate to attend Special Meetings
and
 - (ii) To appoint two Delegates to attend Biennial Meetings.
- Any such appointees may appoint proxies under Rule 7(4).
- (3) Members of Member Societies may:
- (i) address Biennial Meetings by leave of that particular Meeting,
and
 - (ii) stand for office.
- (4) Member Societies of the Association are -
- Australian Native Plants Society Canberra Region (Inc)
 - Australian Plants Society NSW Ltd
 - Society for Growing Australian Plants Queensland Region Inc
 - Australian Plants Society (South Australian Region) Inc
 - Australian Plants Society Tasmania Inc
 - Australian Plants Society Victoria Inc
 - Wildflower Society of Western Australia (Inc)
 - Top End Native Plant Society (Inc)

None of these Member Societies will lose its membership by reason only of its subsequent legal incorporation or other change in its legal corporate status.

- (5) Admission of New Members:
Membership of the Association shall be open to all bodies with similar objects to those of this Association. Membership shall be obtained by -
- (a) lodging with the Secretary a written application which -
 - (i) is signed by the sponsoring Member Society
and
 - (ii) is accompanied by the sponsor's report on the applicant.
 - (b) obtaining the approval of a two-thirds majority of the Delegates at a Council Meeting, Annual General Meeting, Special Meeting or Biennial Meeting
and
 - (c) payment of the prescribed fee - see Rule 11.
- (6) Resignation of Member Societies:
Provided there are no outstanding membership fees due by the Member Society, a Member Society may resign by giving notice in writing to the Secretary or to the Public Officer.
- (7) Disciplinary Action:
- (a) A Member Society may be expelled or called upon to resign if it
 - (i) is unfinancial after notice has been given in accordance with Rule 11(3)(d)
 - (ii) has committed or been knowingly concerned in an act to bring discredit to the Association or
 - (iii) is considered by Council to have acted not in the best interests of the Association.
 - (b) A Member Society shall be expelled on a resolution passed by a two-thirds majority of the Delegates at a Council Meeting, Annual General Meeting, Special Meeting or Biennial Meeting.
 - (c) The Member Society concerned must be notified in writing at least 90 days before such a motion is to be considered. This notice shall -
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- (i) set out the grounds on which the motion for expulsion is based and
 - (ii) inform the Member Society that it may submit written representation to the Secretary within 21 days.
- (d) Subject to section 65C of the Act, the Council Meeting, Annual General Meeting, Special Meeting or Biennial Meeting mentioned in sub-rule (b) shall -
- (i) give to the Member Society under notice of expulsion an opportunity to make oral representations and
 - (ii) give due consideration to any oral representations made and any written representations submitted to the Secretary in accordance with sub-rule (c)(ii).
- (e) Subject to section 65C of the Act, the Council Meeting, Annual General Meeting Special Meeting or Biennial Meeting mentioned in sub-rule (b) shall -
- (i) notify the Member Society under notice of expulsion, in writing, about the decision and give reasons for the decision.
 - (ii) give the Member Society under notice of expulsion the right to appeal the decision within 14 days.
- (f) Subject to section 65C(3d) of the Act, a Member Society which has been expelled under rule 7(a) may appeal the decision in writing –
- (i) immediately after the vote to expel the Member Society is taken
 - (ii) to the secretary not later than 48 hours after the vote.
- (g) A Special Meeting of Delegates shall be convened and shall discuss no other business than the question of the appeal. Delegates present and entitled to vote at the Special Meeting must vote by secret ballot on the question of whether to expel the Member Society should be upheld or revoked.
- (8) Such resignation or expulsion shall not prejudice the right of the Association to recover from the Member Society any monies owing by it to the Association or property of the Association held by it at the time of its resignation or expulsion.
- (9) Dispute Resolution Procedure:
- (a) In the case of a dispute between a Member Society and the Association, the parties to the dispute must attempt to resolve the dispute between themselves within 14 days after the dispute has come to the attention of each party.
 - (b) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule 9(a), the parties must within 10 days -
 - (i) notify the President, Vice-President or Executive of the dispute
 - (ii) agree to or request the appointment of a mediator
 - (iii) attempt in good faith to settle the dispute by mediation.
 - (c) The mediator must be a person chosen by agreement between the parties or a person appointed by the Executive.
 - (d) The mediator to the dispute, in conducting the mediation, must –
 - (i) give each party every opportunity to be heard
 - (ii) allow due consideration by all parties of any written statement submitted by any party
 - (iii) ensure that natural justice is accorded to the parties throughout the mediation process
 - (e) If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at Law.
 - (f) If a Member Society has initiated a dispute resolution procedure in relation to a dispute between the Member Society and the association, the association must not take disciplinary action in relation to the matter which is the subject of the dispute resolution procedure until the dispute resolution procedure has been completed.
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6. MEETINGS - SUBSTANTIVE MATTERS

The Association shall have the following meetings:

(1) Biennial Meeting

- (a) The ordinary business shall include
 - (i) minutes of the previous Biennial Meeting
 - (ii) presentation of Council's report and other reports
 - (iv) election of office bearers
 - (v) appointment of Public Officer
 - (vi) selection of the Member Society to host and organise the next Biennial Meeting.
- (b) It shall comprise the Officers, and two Delegates from each Member Society.
- (c) It should be held every two calendar years, unless there are exceptional circumstances. (See Rule 7(1)(a) for the required notice.)

(2) Council Meeting

- (a) The business shall include
 - (i) minutes of the previous Council Meeting
 - (ii) reports from the Executive, including all its decisions since the last Council Meeting
 - (iii) financial reports
 - (iv) changes to the By-Laws
 - (v) policy matters
 - (vi) appointment of assistants to Officers, Committees and other special appointments
 - (vii) nominations for office. (See Rule 8(3)(c)(ii).)
- (b) It shall comprise the Officers, and one Delegate from each Member Society.
- (c) It shall be held
 - (i) at least once every 12 months
 - (ii) at least three times between successive Biennial Meetings (one immediately after a Biennial Meeting) and
 - (iii) when called by the Secretary at the request of the President or the written request of a majority of its Delegates. (See Rule 7(1)(b) for the required notice.)
- (d) A written resolution to a circulated motion signed by a simple majority of all the Delegates shall be as valid as if it had been duly passed in a Council Meeting. The Secretary shall give all Officers, Member Societies and Delegates at least 30 days' notice of such a motion. The Secretary may give the notice if requested to do so by a simple majority of all the Delegates but only then PROVIDED THAT the motion cannot be dealt with conveniently or expeditiously by a Council Meeting proper.

(3) Executive Meeting

The Executive shall be responsible for day to day administration. It shall comprise the President, Secretary, Treasurer, both Vice-Presidents and the Study Group Coordinator. It shall meet when necessary.

(4) Special Meeting

- (a) Special Meetings shall be held
 - (i) when directed by the Executive
 - (ii) when directed by Councilor
 - (iii) upon the written request of at least three Member Societies.

The direction or written request must specify the business required to be handled.
 - (b) The only business at a Special Meeting shall be those matters for which it was called and shall be specified by the Secretary in the notice of meeting. (See Rule 7(1)(c).)
 - (c) It shall comprise the Officers, and one Delegate from each Member Society.
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(5) Annual General Meeting

- (a) With the exception of the first, the Annual General Meeting shall be held by 30th November each year.
- (b) The Association shall hold its first Annual General Meeting by 30 June 1993.
- (c) Sub-rules (a) and (b) have effect subject to the powers of the Registrar of Incorporated Associations under Section 120 of the Act in relation to extensions of time.
- (d) The Annual General Meeting shall, subject to the Act, be convened on such date and at such place and time as the Executive thinks fit.
- (e) In addition to any other business which may be transacted, the business of the Annual General Meeting shall be -
 - (i) to confirm the minutes of the last preceding Annual General Meeting, and
 - (ii) to receive and consider the statement of accounts and the reports that are required to be submitted to members pursuant to sub-section 73(1) of the Act.
- (f) It shall comprise the Officers, and one Delegate from each Member Society.

7. MEETINGS - TECHNICAL REQUIREMENTS**(1) Notices:**

- (a) Notice (including notice of agendas) shall be given in writing to each Officer, each Member Society and each Delegate by the Secretary as follows -
 - (i) for Biennial Meetings - 30 days beforehand
 - (ii) for Council Meetings - 30 days beforehand
 - (iii) for Special Meetings - 30 days beforehand.
 - (iv) for Annual General Meetings – 30 days beforehand.
- (b) Notice for Executive Meetings may be given by the Secretary orally or in writing to each Officer at any time.
- (c) Notices to a Delegate may be sent care of the Secretary of the relevant Member Society if the Delegate's name or address is unknown.

(2) Quorums:

At all Meetings except Executive Meetings the quorum shall be a simple majority of Delegates entitled to attend. (A person attending a meeting as proxy for more than one Delegate counts for one only in making up a quorum.) The quorum for an Executive Meeting shall be three, one of whom must be the Secretary or the President.

(3) Voting:

- (a) At any meeting other than an Executive Meeting only Delegates shall vote.
- (b) At any meeting
 - (i) a motion shall be passed by a simple majority [except those motions referred to in (c) of this Rule or in Rule 14 (1)]
 - (ii) the Chairman shall not exercise a casting vote
 - (iii) a motion shall be lost on a tied vote.
- (c) For the following motions to be passed a two-thirds majority is required -
 - (i) admission of a new Member Society
 - (ii) expulsion of a Member Society

(4) Disclosure of Interest:

- (a) Any member of a committee who has a material personal interest in a matter being considered at a meeting must not –
 - (i) be present while the matter is being considered at the meeting; or
 - (ii) vote on the matter.
- (b) Subsection (a) does not apply in relation to a material personal interest –

- (i) that exists only because the member belongs to a class of people for whose benefit the association is established; or
 - (ii) that the member has in common with all, or a substantial proportion of, the members of the Association
- (c) If there are not enough committee members to form a quorum to consider a matter because of subsection (a) –
- (i) one or more committee members (including those who have a material personal interest in the matter) may call a general meeting; and
 - (ii) the general meeting may pass a resolution to deal with the matter.

(5) Proxies:

Any Officer or Delegate who is unable to attend a meeting or do anything required may, by notice in writing to the Secretary, appoint a proxy to attend to that meeting or do that thing in the Officer's or Delegate's place, but this does not apply to Executive Meetings or anything to do with Executive duties.

(6) Minutes:

The Secretary shall prepare minutes of all Biennial Meetings, Annual General Meetings, Council Meetings, and Special Meetings, and shall send a copy of such minutes to all participants and Member Societies within 60 days of the meeting.

(7) Means of Communication:

The Delegates and Officers may meet for the purposes of Council Meetings, Executive Meetings, Special Meetings and Annual General Meetings, either in person or by telephone or by other means of communication by which all Delegates and Officers participating in the meeting are able to hear and be heard by all other participants. A meeting conducted by telephone or other means of communication is deemed to be held at the place agreed upon by the Delegates and Officers attending the meeting, provided that at least one of those persons present at the meeting was at that place for the duration of the meeting.

8. OFFICERS

(1) Officers:

The Officers of the Association shall be -

- (a) A President who shall normally preside at all meetings, and shall be responsible for overseeing all aspects of the Association's business.
- (b) Two Vice-Presidents, one of whom shall perform the duties of the President when the President is absent.
- (c) A Secretary who shall perform the secretarial work of the Association including correspondence, sending notices of meetings and other duties required by the Executive, the Council, the Annual General Meeting, any Special Meeting, or the Biennial Meeting.
- (d) A Treasurer who shall manage the financial affairs of the Association in accordance with the duties particularised in Rule 11.
- (e) The Study Group Coordinator who shall coordinate the running of the Study Groups in accordance with By-Laws.

(2) Elections:

These shall be held for each office at Biennial Meetings. All Officers shall retire at each Biennial Meeting but shall be eligible for re-election PROVIDED THAT the President serves for no more than two successive terms, and that no person serves on the Executive for more than three successive terms.

(3) Nominations:

- (a) Nominations for office must be drawn from members of Member Societies.
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- (b) They must be accompanied by the nominee's signed undertaking to serve in the particular office
- (c) They must be
 - (i) in writing signed by any two members of a Member Society and lodged with the Secretary at least 60 days before the Biennial Meeting,
or
 - (ii) failing (i) in respect of any office, in writing signed by the Secretary, approved by the Council, sent to all Member Societies and each of their Delegates at least 30 days before the Biennial Meeting,
or
 - (iii) orally at the general invitation of the returning officer at the Biennial Meeting.
- (4) **One position only:**
No person shall hold more than one office at any time.
- (5) **Casual Vacancies:**
Council may appoint any member of a Member Society to fill a casual vacancy. Council may continue to function despite casual vacancies.
- (6) **Duties of Officers:**
 - (a) Officers of the Association are required to have a duty of care and diligence;
An officer must exercise the officer's functions and discharge the officer's duties with the degree of care and diligence that a reasonable person would exercise if that person—
 - (i) were an officer of the association in the circumstances applying at the time of the exercise of the function or the discharge of the duty; and
 - (ii) occupied the office held by, and had the same responsibilities within the association as, the officer.
 - (b) Officers of the Association are required to have a duty of good faith and proper purpose;
An officer of an incorporated association must exercise the officer's functions and discharge the officer's duties—
 - (i) in good faith in the best interests of the association; and
 - (ii) for a proper purpose.
 - (c) Officers of the Association must not improperly use the officer's position to—
 - (i) gain an advantage for the officer or another person; or
 - (ii) cause detriment to the association.
 - (d) Use of information:
If a person obtains information because the person is, or has been, an officer of the Association, the person must not improperly use the information to—
 - (i) gain an advantage for the person or another person; or
 - (ii) cause detriment to the association.

9. DELEGATES

Member Societies may send Delegates to meetings as follows:

- (1) Biennial Meeting - two Delegates for each Member Society.
- (2) Council Meetings, Annual General Meetings and Special Meetings - one Delegate for each Member Society.

10. PUBLIC OFFICER

- (a) At each Biennial Meeting a person resident in the Territory shall be appointed to be the Public Officer, who will perform the relevant duties prescribed in the Act.
 - (b) If that office becomes vacant at any time, the Executive shall forthwith appoint a substitute person also resident in the Territory.
 - (c) The Public Officer is required to:
 - (i) have a duty of care and diligence;
 - (ii) have a duty of good faith and proper purpose;
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- (iii) to not improperly use the position; and
- (iv) to not misuse information obtained through the position.

11. FINANCE

(1) **Financial Year:**

The financial year of the Association shall end on 30 June.

(2) **Membership Fees:**

- (a) Council shall prescribe annual Association membership fees from time to time for Member Societies.
- (b) Fees shall be due and payable by 31 July next following the end of the Member Society's financial year.
- (c) The membership fee for any Member Society shall be in direct proportion to its memberships at the end of the Member Society's financial year.
- (d) A single membership of a Member Society shall include all membership categories including individual membership, family/joint membership, concessional membership, concessional family/joint membership and life membership.

(2a) **Liability of Member Societies:**

The liability of a Member Society to contribute towards the payment of debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount, if any unpaid by the Member Society in respect of membership of the Association as required by Rule 11(2).

(2b) **Source of Funds:**

The Funds of the Association shall be derived from annual subscriptions of Member Societies, donations and, subject to any resolution passed by the Association in general meeting and subject to section 114 of the Act, other sources as the Executive determines.

(2c) **Management of Funds:**

Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used in pursuance of the objects of the Association in such a manner as the Executive determines.

(3) **Treasurer's Duties:**

- (a) The Treasurer shall from day to day
 - (i) collect and receive all monies on behalf of the Association and as soon as possible issue a receipt
 - (ii) deposit these as soon as practicable without any deduction whatsoever in either a bank, building society, or credit union approved by the Executive
 - (iii) maintain a record of all receipts and payments
and
 - (iv) pay for goods and services authorised by Council or Executive as payment for them becomes due.
 - (b) The Treasurer shall from time to time
 - (i) present to an Executive Meeting a cash statement and the accounts payable
and
 - (ii) pay all accounts authorised for payment.
 - (c) The Treasurer shall annually -
 - (i) prepare a statement of income and expenditure
 - (ii) prepare a balance sheet
 - (iii) arrange for these to be audited
 - (iv) prepare a budget for the next year
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- (v) present the audited statement and balance sheet and the budget to the Annual General Meeting
and
- (vi) arrange for all 3 to be published in an approved format.
- (d) The Treasurer shall give written notice to any Member Society whose membership fee is more than 12 months in arrears. If arrears are not then paid within 1 month, the Treasurer shall refer the matter to the Executive.

(4) Operation of bank and other accounts:

The Association's accounts shall be operated jointly by any two Association Officers indemnified.

12. AUDIT

Pursuant to the Act, at each Biennial Meeting an Auditor (who is neither the Public Officer nor a member of a Member Society) shall be appointed to audit the Association's financial affairs.

13. INDEMNITY

Any Officers or Delegates shall be held indemnified by the Association in the execution of their duties or in the incurring of any liabilities authorised by Council except where they are guilty of wilful neglect or default. Any Member Society or member of a Member Society doing anything at the request of the Council shall be likewise indemnified.

14. AMENDMENT OF OBJECTS AND RULES

- (1) The objects and rules of the Association may only be amended in accordance with the Act, which requires that a Special Resolution, as defined in section 70 of the Act, be approved by a three-quarters majority at a general meeting.
- (2) Notwithstanding Rule 7(1)(c) the Secretary must send notice of any proposed amendment to Member Societies, Officers and Delegates at least 30 days prior to the meeting at which the amendment is to be considered.
- (3) The amended Rules must be published in an approved format.

15. BY-LAWS

- (1) The Council, an Annual General Meeting, a Special Meeting or a Biennial Meeting may (by an ordinary resolution requiring a simple majority) make further By-Laws, or amend existing By-Laws BUT only as appropriate to the Association's objects.
- (2) Notwithstanding Rule 7 (1) (c) the Secretary shall send notice of any proposed further By-Law or any amendment to existing By-Laws to Member Societies, Officers and Delegates at least 30 days prior to the meeting at which it is to be considered.
- (3) The changes to the By-Laws must be published in an approved format.

16. AUTHORITY TO MAKE PUBLIC STATEMENTS

Only the President or the President's nominee may make public statements on behalf of the Association.

17. COMMON SEAL

- (1) The Association shall have a Common Seal on which its name shall be inscribed.
 - (2) The President, two Vice-Presidents, Secretary, Treasurer, shall be ex-officio Seal witnesses.
 - (3) The Seal shall be used only on the authority of the Council.
 - (4) Every stamping of the Seal shall be witnessed by two Seal witnesses who shall subscribe their names to the following certificate:
"The Common Seal of the Australian Native Plants Society (Australia) Incorporated was fixed hereto by the authority of the Council in the presence of and"
 - (5) The Seal shall remain in the custody of the Secretary.
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18. WINDING UP

- (1) The Association may be wound up in accordance with the Act.
- (2) If, upon the winding-up of the Association (other than for the purpose of reconstruction or amalgamation) there remain any surplus assets, they shall be donated to such other non-profit organisations as resolved by a four-fifths majority of the Delegates at a Special Meeting called to consider the question. Any such organisation must prohibit by its rules the transfer of assets by way of profit to its Members.

19. CUSTODY OF BOOKS

Subject to the Act, the Regulations and these Rules, the Secretary shall keep control of all records, and other documents relating to the Association.

20. INSPECTION OF BOOKS

The records, books and other documents of the Association shall be open to inspection by members of Member Societies free of charge at a place nominated by the Secretary and at a time arranged with the Secretary.

Rules last amended at ANPSA Extraordinary Council Meeting 15th December 2020

BY-LAWS

I. COUNCIL APPOINTMENTS

- (1) Council shall appoint from among the members of Member Societies the following as it considers necessary for the efficient conduct of Society affairs -
 - (a) any persons for any special functions it considers necessary
 - (b) any assistants to Officers
 - (c) any committees
- (2) All Council appointments pursuant to (1) shall cease at the next Biennial Meeting. Outgoing appointees shall be eligible for reappointment.
- (3) Council appointees and Council committees shall submit a report to each Council Meeting and the Biennial Meeting covering their activities.

II. STUDY GROUPS

STUDY GROUP ORGANISATION

- (1) The work of a Study Group will involve the study of particular aspects of Australian Plants.
- (2) The Leader of the Study Group shall be a current member of an ANPSA Member Society
 - (2a) Members of a Study Group shall be current members of an ANPSA Member Society.
- (3) Leadership of a Study Group can pass to a new Leader after notifying the Study Group Coordinator who will seek approval from the Executive.
- (4) A new Study Group can be formed by a member of an ANPSA Member Society after consultation with the Study Group Coordinator who will seek approval from the Executive.
- (5) A Study Group that has been in recess can be re-activated by a member willing to be Leader in consultation with the Study Group Coordinator and after approval from the Executive.
- (6) In the event of the closing of a Study Group, the retiring Leader or other signatory shall close the Study Group's account and forward the funds to the Study Group Coordinator.
- (7) In the event of the resignation, dismissal, incapacitation or death of a Study Group leader, the Study Group Coordinator shall determine if someone else is a suitable leader and is willing to take on the leadership. After approval of the Leader's appointment [see By-Law III (3)], the Study Group Coordinator shall work with the remaining signatory of the Study Group's account, if any, to transfer it to the new Leader.
- (8) Insurance is held by ANPSA for activities held under the auspices of ANPSA.

STUDY GROUP MANAGEMENT

- (9) A regular newsletter shall be prepared by a Study Group, at least annually, preferably every six months. Each newsletter is to be issued to the following:
 - i. Members of the Study Group;
 - ii. Study Group Coordinator;
 - iii. Australian Plants Editor;
 - iv. Webmaster;
 - v. Study Group Liaison Officer of each Member Society.
 - (10) Office bearers may be appointed by a Study Group Leader to assist in management (for example Treasurer, Newsletter Editor or Administration.)
 - (11) A Website shall be activated by the Study Group Leader with the assistance of the ANPSA Webmaster.
 - (a) All Newsletters shall be made available on the Website of the Study Group. There may be a delay, of not more than 12 months, if desired by the Leader.
 - (12) Chapters of a Study Group may be formed in regional areas where there is interest but the Study Group Leader is too distant to be involved. Shared information via the newsletter is recommended.
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- (13) A Study Group Liaison Officer (appointed by each Member Society) shall be recognised by ANPSA as the liaison between the Study Groups, Study Group Coordinator, the Member Society and the Branches and Groups.

FINANCIAL RESPONSIBILITIES

- (14) The assets of each Study Group is invested in ANPSA and held by the respective Study Group on behalf of ANPSA.
- (15) A bank account shall be operated in the Study Group name with an approved financial institution. Such account shall have two signatories, with either one to sign.
- (16) Membership fees may be charged by Study Group Leaders to cover the running of the Study Group.
(a) Membership fees may be paid annually or for multiple years in advance.
- (17) A Study Group Leader may choose to charge no fees.
- (18) In forming a new Study Group, or reviving one whose bank account is closed, the Leader will open a bank account with an approved financial institution
(a) The Study Group Coordinator shall be immediately advised of:
i. the name and address of the financial institution holding the Study Group account,
ii. the account number
iii. the names and addresses of the two signatories.
- (19) Annual accounts will be presented in the Study Group's newsletter at least annually.
- (20) Financial contributions to be paid to Study Groups include:
i. ANPSA will pay an annual amount to be decided by the Executive, to each Study Group for their Newsletters to be sent to the following; Study Group Coordinator, Webmaster, Australian Plants Editor.
ii. Member Societies will make their own arrangements to pay for the Newsletters to be sent to the Study Group Liaison Officer and the Secretary of the Member Society.
- (21) Additional funding can be applied for by Study Group Leaders to the Study Group Coordinator for special events. The Study Group Coordinator will seek approval from the ANPSA Executive.

III. STUDY GROUP COORDINATOR

The Study Group Coordinator shall:-

- (1) Supply information regarding the formation and running of Study Groups to prospective Leaders.
 - (2) Where the Study Group Coordinator does not know the prospective Leader, discuss the prospect with them and with any referees.
 - (3) Consult with ANPSA Executive or Council to recommend appointment of the Study Group Leader for approval. Study Group Leaders are accountable to the ANPSA Council.
 - (4) On approval of a newly formed Study Group notify and provide contact details for the new Leader to - Member Societies, Newsletter Editors, Study Group Liaison Officers and Editor of 'Australian Plants'.
 - (5) (i) Membership fees for Study Groups are due at the end of June each year.
(ii) In May the Study Group Coordinator shall supply the ANPSA Treasurer a list of active Study Groups. The Treasurer will pay fees agreed by the Executive by Eftpos if practicable.
 - (6) Receive any application for further funding from Study Group Leaders, and submit it to the Executive or Council for discussion and decision. Advise the Study Group Leader on the results of the application
 - (7) Prepare the Study Group Coordinator's Newsletter, about twice each year for use in updating all Study Group Leaders, Study Group Liaison Officers, Editors of State Newsletters, 'Australian Plants', the ANPSA Executive and the Webmaster. Maintain a table or list of Study Groups and contact details to be sent out with the Study Group Coordinator's Newsletters.
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- (8) The Study Group Coordinator shall encourage all Study Groups to put their Newsletters on the Study Group's website, and send copies to the National Library via email. The Study Group Coordinator will send hard copies to the National Library. The Study Group Coordinator shall advise the Study Groups to send printed newsletters to the Australian National Botanic Gardens and any other State Botanic Gardens and Libraries.

IV. AUSTRALIAN PLANTS AWARD

- (1) The Association shall sponsor an Award known as the Australian Plants Award which shall:
 - (a) be administered by the Australian Plants Award Committee comprising the President and both Vice-Presidents
 - (b) be made to persons whom the Committee considers to have made an outstanding contribution to the knowledge of Australian Plants in the following categories:-
 - (i) the contribution has been made by the recipient in the course of a notable professional career in a natural science field;
 - (ii) the contribution has been made by the recipient through primarily amateur or voluntary work or interest in Australian plants.
 - (c) take the form of a medallion inscribed with the recipient's name and the year of presentation together with a relevant citation
and
 - (d) normally be presented in conjunction with the Biennial Meeting by the out-going President, but it may be presented at any time and place determined by the Committee. In the event that two recipients are chosen, the presentations need not be held either at the same time or at the same place.
- (2) There shall be no restrictions on nominees for the Award in terms of either nationality, residence, membership of the Association, or the nature of the contribution for which the Award is being presented. However a previous Award winner may not be nominated.
- (3) In any one biennium, there shall be only one recipient chosen in each category, but under exceptional circumstances, there may be two or none chosen in either category.
- (4) The Committee shall within 6 months following the Biennial Meeting ask each Member Society for not more than one nomination in either or both categories. Nominations, with supporting arguments, are to be in the hands of the Australian Plants Award Committee no later than 15 months after the Biennial Meeting.
- (5) The Committee shall ensure that there is adequate publicity concerning the presentation of the Awards, the recipients, their contribution and its significance, and where applicable, the A. J. Swaby Address. (See By-Law V.)

V. A. J. SWABY ADDRESS

- (1) The Association shall conduct the "A. J. Swaby Address" which shall be administered by the A. J. Swaby Address Committee, comprising the President and both Vice-Presidents.
- (2) The Committee shall:
 - (a) select the speaker
 - (b) arrange a title with the speaker
 - (c) arrange a venue and date for the address
 - (d) advise the speaker that the Association reserves the right to publish the address within 6 months of its delivery
and
 - (e) publicise the event
 - (f) the in-coming President shall introduce the A.J. Swaby lecturer
- (3) In any one biennium, there shall be only one address.