

Permaculture Victoria

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Permaculture Victoria (PcV) Group Bylaws

Bylaws 150602A - Local & Special Interest Groups

Preamble: These are new bylaws, supplementing the Rules of Association, and cover the procedures that must be followed to become and remain a sub-group of permaculture, and those to be followed if a sub-group is wound up.

1) Starting a New Group

1.1) A group needs a minimum of four (4) members to be recognised as a new group. These can be new PcV members and/or current members shifting to the new group.

1.2) Each group within PcV needs office bearers, the minimum being a Convener and a Treasurer. It is suggested that the new group also have a Deputy Convener and a Secretary. All Office Bearers must be members of Permaculture Victoria.

1.3) A meeting of interested parties shall be held to
a) decide to form a new group within PcV, and
b) elect the group leadership as per 1.2 above.

1.4) This meeting must be recorded in the form of Meeting Minutes.

1.5) These minutes must be ratified by two attending members as being a true and accurate record of the meeting held.

1.6) A letter of application to form a new group, along with these minutes and the names of group members, should then be forwarded to the PcV Secretary. Trunk will consider the application and advise the nominated group Convener of the result.

2) Transferring an Existing External Group to PcV

An existing external group is defined as one with formalised membership of at least four members. It may or may not be already incorporated and may have assets. It is presumed that discussions have been held within the existing group, and with PcV, with regards to the migration of the group and/or assets to a new or current group within PcV.

2.1) A meeting of the existing group shall be held to formalise the decision to dissolve the current group and all legal requirements confirmed with including the disposal of assets

2.2) This meeting shall also facilitate the election the leadership of the new group. Each group within PcV needs office bearers, the minimum being a Convener and a Treasurer. It is suggested that the new group also have a Deputy Convener and a Secretary.

- 2.3) This meeting must be recorded in the form of Meeting Minutes.
- 2.4) These minutes must then be ratified by two attending members as being a true and accurate record of the meeting held.
- 2.5) A formal meeting should then be held with PcV to negotiate membership/assets transfer.
- 2.6) A letter of application to form a new group, or merge with a current PcV group, along with these minutes, should then be forwarded to the PcV Secretary. Trunk will consider the application and advise the nominated group Convener of the result.
- 2.8) In the case that the existing external group is to merge with a current PcV group, there is no need to elect group leadership as the current PcV group leadership will remain in their roles, and the assets of the existing group will be merged with those of the current PcV group.

3) Maintaining a Group

- 3.1) Each group must maintain a minimum of 4 members to be considered active.
- 3.2) Each group must maintain communications with Trunk through official channels.
- 3.3) Each group must maintain financial records and provide a financial statement and copies of the group's banks account statements to the Treasurer and/or President upon request.
- 3.4) Each group must provide Trunk with copies of Meeting Minutes, Newsletters and other relevant communications in a timely fashion.
- 3.5) Each group must hold leadership elections (Convener & Treasurer, and if applicable Deputy Convener & Secretary) biannually (every 2 years) at a minimum, and notify Trunk of the results of said elections. All Office Bearers must be members of Permaculture Victoria.
- 3.6) Each group must notify Trunk of any changes in, and contact details for, leadership positions and ex-officers as and when they occur, and a full listing of said positions and contact details 1 months prior to the AGM each year.

4) Dissolving a Group

- 4.1) If either or both the position(s) of Convener and/or Treasurer are vacant for more than three (3) consecutive months or if the group membership falls below four (4) for more than three (3) consecutive months, the group must contact Trunk to discuss either reviving the group or winding up the group and return group funds and/or assets to PcV

5) Incorporation of a current Group

- 5.1) If a group is considering self incorporation, the group leadership must contact Trunk to discuss options such as self incorporation and/or splitting the group into smaller groups, etc.
- 5.2) If after such discussion the decision is made to self incorporate, a meeting of the group membership (AGM style) must be held so that all the group membership has the option to vote on the proposal. It is expected that a large proportion of the group be present at the meeting, either physical or by proxy, and that the resolution to self incorporate be carried by a majority of the group membership.
- 5.3) This meeting must be recorded in the form of Meeting Minutes.

5.4) A letter of application to leave PcV, along with these minutes and financial records for the previous twelve (12) months, should then be forwarded to the PcV Secretary.

5.5) Trunk will then release the assets currently held by the group, physical and financial, to the group. No further claims will be entertained.

5.6) The Incorporated Group will then take control of the agreed assets, physical and financial, and release PcV from any and all responsibility for said assets.

5.7) Current members of the pre-existing PcV Group will retain their PcV membership until either their membership is not renewed or they specifically resign their membership. No rebates or refunds of membership fees will be made.

6) Informal Group Structure

6.1) Trunk may, at its absolute discretion, approve the formation of, and recognize/support the existence of, a group or groups within PcV with a more informal structure when a legitimate case can be shown. E.G., the Victorian Educators Group.

6.2) Such a group or groups would still require the position of Group Convener to be filled as a bare minimum, who must be a member of Permaculture Victoria.

6.3) Such informal groups do not carry the benefits and privileges of formal groups. EG., Membership rebates, Trunk representative, etc.

7) Membership Discounts & Promotions

Any and all meetings/events/workshops run/organised by Local or Special Interest Groups shall be open to all members of PcV.

7.1) Any and all discounts on fees to attend such meetings/events/workshops shall be afforded to all PcV members.

7.2) Any group/PcV meetings/events/workshops may be advertised through PCV/Group communication channels such as publications, forums, social media, and the likes.

8) Representation on Trunk

8.1) Each group may nominate a representative to the Trunk as follows:

8.1.a) The group must meet to select a representative to Trunk.

8.1.b) This selection of a group representative must be recorded in the form of Meeting Minutes. The minutes must be ratified by two attending members as being a true and accurate record of the meeting held.

8.1.c) The ratified minutes must be submitted to Trunk for consideration and endorsement.

8.1.d) Trunk may, at its absolute discretion, endorse or refuse to endorse the proposed nomination. Trunk must notify the group of its determination to endorse or reject the proposed nomination.

8.1.e) Trunk may, at its absolute discretion, endorse a group representative despite the procedural requirements not being met provided that Trunk has received a proposed nomination from the group.

8.2) Once Trunk endorses the proposed nomination by a group, that person is taken to be the group's nominated representative to Trunk and shall be a member of the Committee as defined by the Association Rules.

8.3) The validity of appointment of any group representative to the Committee prior to the adoption of these amendments to the By-Laws is not affected.

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Amendments

2015/03/02 - Amended clauses 1.2, 3.5 and 6.2 to reflect that all Office Bearers must be members of Permaculture Victoria.

2020/09/01 - Added section 8, clauses 8.1 to 8.3