
2015 NVCA MEMBERSHIP FORM

Member Details:

Name/s:.....

Address:.....

.....

Phone No:

Email Address:

Your area of Expertise or Interest:

I would like to be on the e-list: YES NO

The e-list enables members to become more personally involved in local conservation matters by receiving information on upcoming submissions and petitions.

Membership Options:

Single \$8 Family \$12 Group \$18 Donation \$.....

I/We enclose the following amount:\$.....

Please assist by ticking one or two boxes below.

The more of us sharing the load, the lighter it is for us all, the more fun we have, and the better the environmental outcomes.

I/We would like to volunteer for **occasional** assistance with:

The Serious Stuff:

Submissions Campaigns Surveys Surprise Me!

I am very busy but please put me on the "Ring and Ask Me At The Time" List.

The Fun Stuff:

Market Stall Garage Sale Annual Dinner Food Fair Cooking

I am very busy but please put me on the "Ring and Ask Me At The Time" List.

I/We would like to volunteer skills in:

.....

I have read the NVCA Aims and Objective and The Constitution of the NVCA (see next page) and I agree to abide by these.....

Please mail to: The Secretary,
Nambucca Valley Conservation Association Inc.
PO Box 123,
Bowraville, NSW, 2449

THE CONSTITUTION of The Nambucca Valley Conservation Assoc.Inc.

Reviewed and adopted 28 October 2005

1 CONSTITUTION

The Nambucca Valley Conservation Association Inc. (NVCA) has adopted the Model Rules for Incorporated Associations, as set out by the New South Wales Department of Fair Trading, in accordance with the Association Incorporation Act (1984), Regulation 1985, Clause 10, with the following additions:

- 1.1 The office bearers of this Association to be President, Vice President, Secretary and Treasurer, with a minimum of two and maximum of four committee members.
- 1.2 The executive of this Association to be President or Vice President, Secretary, Treasurer and at least one committee member.
- 1.3 A quorum of this Association shall consist of three executive members and two ordinary members.
- 1.4 Annual membership to be set for single, family and group and be reviewed at each Annual General Meeting.
- 1.5 That each member signs an Application for Membership of the Association, binding them to abide by the objectives and operating protocols of the Association.
- 1.6 The executive of NVCA reserves the right to refuse or terminate membership.

2 AIMS AND OBJECTIVES

- 2.1 To respect the natural environment and its biodiversity.
- 2.2 To raise awareness of the intrinsic value of a healthy environment and its role as our life support system.
- 2.3 To campaign to promote environmental health and protection at a local, regional, state and national level to the best of our abilities.
- 2.4 To raise awareness of local and broader issues affecting the environment, through direct communication, NVCA newsletter, meetings, fundraising events and the media.
- 2.5 To promote the principles of ecologically sustainable development and land management including the marine environment.
- 2.6 To encourage the community to participate in local issues which relate to ecologically sustainable development and environmental health.
- 2.7 To remain informed about current issues and trends in environmental health, conservation and natural resource management.
- 2.8 To participate in Local, State and Federal Government processes relating to environmental management.

3 OPERATING PROTOCOLS

- 3.1 **New Memberships**
All new membership applications to be considered for approval at the next general meeting of the Association.
- 3.2 **Delegation to campaign on behalf of the NVCA**
Members may seek and receive delegations to pursue issues on behalf of the NVCA as long as:
 - a) The President and Secretary or if one is unavailable, another member of the executive, or
a general meeting has approved a position by resolution on the issue to be pursued;
 - b) Correspondence issued on behalf of the NVCA, including email has been approved by the Secretary or two executive committee members other than the author; the media protocol is followed and the member reports back to the executive committee or a general meeting on a regular basis regarding progress, outcomes and propose or further actions required.
- 3.3 **Media Protocol**
Members may issue media releases on behalf of the NVCA on the basis that two executive committee members other than the author have agreed to:
 - a) the wording of the media release, the timing of its release and the strategy for promoting it,
 - b) the outlets to which it will be sent and
 - c) any spokesperson to speak to the release.
- 3.4 **Reimbursement of Expenses**
Approval for reimbursement of expenses must be given by at least three members of the executive committee. Payment is not assured and will be dictated by available funds.
- 3.5 **NVCA Resource library**

- 3.6 **Equipment Inventory**
The executive to review the status of equipment inventory annually.

4 THE e-LIST POLICY

- 4.1 e-List contact details are not for general distribution.
- 4.2 e-List contact details are only to be accessed by an executive member.
- 4.3 Only members who request to be on the e-list will be included.
- 4.4 e-list addresses to be 'CCd' when posted.
- 4.5 Size of emails and attachments to be kept to a minimum.
- 4.6 Number of emails to be monitored to avoid member overload.
- 4.7 e-list members will receive: Minutes of monthly meetings, Electronic petitions, Submissions and Campaign updates.

5 FACEBOOK PROTOCOLS - Adopted 29th July, 2011

An NVCA Facebook presence/page was established at the NVCA Facebook Workshop on 14th April, 2011. The following protocols apply to the management of this page and postings to it:

5.1 Management:

The page and postings are to be managed by an administrator elected at the Annual General Meeting each year.
The Administrator must also be a member of the NVCA Committee.
The Administrator will carry out the management of the page and postings in line with NVCA protocols.

5.2 Process for Postings by NVCA:

Any draft by an NVCA Ordinary Member can be posted by the Administrator if it has first been viewed and accepted by 2 Committee Members, in line with NVCA's longstanding Media Release Policy.
Any draft by a Committee Member or the Administrator can be posted by the Administrator after being viewed and accepted by 1 other NVCA Committee Member.
An exemption from the above protocol applies only to matters which are small, factual and in line with NVCA's policies and carried motions – for example: to answer a query about time, date and place of an NVCA event.

5.3 Posting content:

Posts are to meet the criteria that they are suitable for publicly representing NVCA, and do not contain defamatory or inflammatory language or intent.
Posts should not include personal information such as name or contact details of any person who has not expressly given their permission.
Posts should not include personal opinions.

5.4 Policy re accepting or rejecting 'friends':

All requests to be 'friends' are to be accepted in good faith, unless and until posts prove at odds with NVCA's own objectives.

6 PROCEDURES FOR NVCA REPRESENTATIVES - Adopted August, 2011

The following procedures are to be followed by NVCA Representatives unless otherwise advised by the executive:

- 6.1 Each NVCA Representative is to be the contact person for the committee to which they are appointed.
- 6.2 email or hard copies of agenda and minutes received by the representative are to be forwarded, with important matters highlighted, to the NVCA Secretary for distribution to the NVCA Executive for input/feedback.
- 6.3 As soon as possible after attendance at a committee meeting, the representative will provide a briefing note to the secretary, preferably by email, outlining any items relevant to the NVCA, to be tabled at the next NVCA meeting.
- 6.4 When possible, the representative will attend the relevant NVCA meetings to discuss the matters from the previous committee meeting, and seek feedback/support in preparation for next committee meeting.
- 6.5 When necessary, an alternative representative will be appointed and be responsible for the above procedures/responsibilities which apply to representatives.