

# 1. Contents

|                                                     |   |
|-----------------------------------------------------|---|
| 1. Name of Association .....                        | 2 |
| 2. Interpretation .....                             | 2 |
| 3. Office of the Association .....                  | 2 |
| 4. Objects and Purposes.....                        | 2 |
| 5. Powers of the Association.....                   | 3 |
| 6. Income and Property.....                         | 3 |
| 7. Liability of Members .....                       | 3 |
| 8. Amendment of Constitution.....                   | 3 |
| 9. Membership .....                                 | 4 |
| 10. Permaculture Tasmania Local Groups .....        | 4 |
| 11. Subscriptions and Fees .....                    | 5 |
| 12. Accounts and Records .....                      | 5 |
| 13. Banking and Finance.....                        | 5 |
| 14. Auditor .....                                   | 6 |
| 15. Audit of Accounts.....                          | 6 |
| 16. Annual General Meeting.....                     | 6 |
| 17. Special General Meetings .....                  | 6 |
| 18. Notice of General Meetings.....                 | 6 |
| 19. Quorum.....                                     | 6 |
| 20. Chairperson .....                               | 6 |
| 21. Adjournment .....                               | 6 |
| 22. Voting.....                                     | 6 |
| 23. Polls.....                                      | 7 |
| 24. Validity of Decisions.....                      | 7 |
| 25. Management of the Association .....             | 7 |
| 26. Election of Committee Members .....             | 7 |
| 27. Vacation of Office .....                        | 8 |
| 28. Committee Meetings.....                         | 8 |
| 29. Subcommittees .....                             | 8 |
| 30. Conflict of Interest.....                       | 8 |
| 31. Public Officer .....                            | 8 |
| 32. Dispute Resolution .....                        | 9 |
| 33. Use of Technology for Meetings and Voting ..... | 9 |
| 34. Records and Privacy .....                       | 9 |
| 35. Winding Up .....                                | 9 |

# **DRAFT ASSOCIATION RULES FOR PERMACULTURE TASMANIA INCORPORATED**

## **1. Name of Association**

The name of the Association is Permaculture Tasmania Incorporated.

## **2. Interpretation**

*2.1 In this Constitution, unless the context otherwise requires:*

“Act” means the Associations Incorporation Act 1964 (Tas).

“Association” means Permaculture Tasmania Incorporated.

*“Permaculture Tasmania Local Group” means a recognised, member-based group operating within Tasmania.*

“Accounting records” has the meaning given in the Act.

“Basic objects” means the objects and purposes stated in the application for incorporation under section 7 of the Act.

“Committee” means the Committee of Management elected under these Rules.

“Officer” means the President, Vice President, Secretary, Treasurer, Membership Officer or Public Officer.

“Financial Year” means 1 July to 30 June.

“General Meeting” means an Annual General Meeting or a Special General Meeting.

“Member” means a person or organisation whose name appears in the Register of Members.

“Public Officer” means the person appointed under section 14 of the Act.

“Special Resolution” has the meaning given in the Act.

“Technology” includes video conferencing, teleconferencing, or other real time electronic communication platforms.

*2.2 Interpretation principles:*

Headings do not affect interpretation.

References to legislation include amendments and replacements.

## **3. Office of the Association**

3.1 The office of the Association is in Tasmania at a place determined by the Committee.

## **4. Objects and Purposes**

4.1 The Association exists to promote, support, and expand permaculture across Tasmania by:

strengthening member networks that build sustainable local food systems, resilient communities, and regenerative local economies;

providing accessible information and learning opportunities;  
collaborating with aligned organisations and community groups;  
supporting members' projects aligned with the Association's aims;  
raising funds to enable effective operation and delivery of its mission.  
fostering and supporting Local Groups.

## ***5. Powers of the Association***

5.1 To achieve its objects, the Association may:

acquire, lease, hire, or dispose of property;  
buy, sell, or supply goods;  
construct, maintain, or alter buildings or works;  
accept gifts or donations;  
raise funds in any lawful manner;  
publish materials promoting permaculture;  
borrow or invest money as approved by the Committee;  
make donations to eligible organisations;  
support or establish aligned associations or initiatives;  
undertake any lawful activity incidental to its objects.

## ***6. Income and Property***

6.1 The income and property of the Association must be used solely to further its objects.

6.2 *No portion may be distributed to Members except for:*

reimbursement of approved expenses;  
payment for goods or services at reasonable commercial rates;  
reasonable rent.

6.3 Loan arrangements must comply with the Act and be approved by the Committee.

## ***7. Liability of Members***

7.1 Membership rights and obligations are not transferable.

7.2 If the Association is wound up, each Member's liability is limited to \$1.

## ***8. Amendment of Constitution***

8.1 These Rules may be amended only by Special Resolution at a General Meeting.

8.2 A Special Resolution requires at least 75% of eligible Members present to vote in favour.

## 9. Membership

9.1 The categories of membership recognised by the Association, together with their respective eligibility criteria, rights, obligations, and fee structures, shall be prescribed in the By-Laws. The Committee may amend, create, or retire membership categories by resolution, and any such changes shall take effect upon inclusion in the By-Laws.

9.2 Eligibility: Membership is open to any person or organisation supporting the Association's aims. Eligibility criteria for concessional categories and Affiliate Membership are determined by the Committee.

9.3 Application: A person, family, or organisation becomes a member when:

- a membership application is submitted;
- the required subscription is paid;
- their name is entered in the Register of Members.

9.4 Register of Members: The Membership Officer maintains a register containing each Member's:

- name;
- contact details;
- date of joining;
- membership category;

Updates must occur within 14 days of notification.

9.5 Cessation of Membership: Membership ceases when a member:

- resigns in writing;
- becomes unfinancial for two (2) months or more;
- is expelled under these Rules.

### 9.6 Life Membership

The criteria, rights, and process for granting Life Membership are determined by the Committee and set out in the Association's By-Laws

A Committee member nominated for Life Membership must declare a conflict of interest and must not be present during deliberation or decision.

## 10. Permaculture Tasmania Local Groups

10.1 Eligibility to Use the Term "Tasmania Permaculture": A Local Group may use the term only when:

- it has applied for and received formal recognition;
- it has at least three financial Members of the Association as organisers or coordinators;
- it agrees to operate under the Constitution, Code of Conduct, and Local Group Policy.

10.2 Conditions of Recognition: Recognised Local Groups must:

- maintain alignment with permaculture ethics and principles;
- provide an annual activity summary to the Committee;
- ensure public communications do not misrepresent the Association;
- comply with branding and logo guidelines.

10.3 Public Participation: Local Groups may offer activities open to the public, provided governance remains with financial Members.

10.4 Withdrawal of Recognition: Recognition may be withdrawn if a Local Group:

- breaches the Constitution or by laws;
- misuses the term “Permaculture” in a way implying unauthorised affiliation;
- ceases to meet membership or governance requirements.

## ***11.Subscriptions and Fees***

11.1 Annual membership fees are set by the Committee at the AGM.

11.2 Fees are due on the date determined by the Committee.

11.3 Membership may be suspended after 2 months of nonpayment and cancelled after 6 months.

## ***12.Accounts and Records***

12.1 True accounts of receipts, payments, assets, and liabilities must be kept.

12.2 Accounts must be available for inspection by members at reasonable times.

12.3 Records are kept at the Association’s office or another place determined by the Committee.

## ***13.Banking and Finance***

13.1 The Treasurer receives all money and issues receipts.

13.2 Funds must be deposited into the Association’s approved bank account as soon as practicable.

13.3 Payments must be authorised by the Committee and made by cheque or electronic transfer.

13. 4 The Association’s financial transactions must be managed in accordance with the financial procedures set out in the By-laws, including requirements for the approval and authorisation of cheques, electronic transfers, and other payments.

13.5 Petty cash may be issued by the Treasurer and must be reconciled regularly.

13.6 Local Groups requiring financial management must maintain their own bank account.

13.7 Local Groups must submit annual financial reports to the Association.

13.8 The Association is not liable for unapproved financial or legal commitments made by Local Groups.

### ***14.Auditor***

14.1 An auditor is appointed at each AGM unless exempt under the Act.

### ***15.Audit of Accounts***

15.1 Where required, the auditor must audit the financial affairs annually and report to the AGM. 15.2 If exempt, the relevant provisions of the Act and Model Rules apply.

## **16.Annual General Meeting**

16.1 The AGM must be held within 3 months of the end of the financial year.

16.2 Ordinary business includes:

- confirming minutes;
- receiving reports;
- electing Officers and Committee members;
- appointing the auditor (if required);
- determining membership fees.

## **17.Special General Meetings**

17.1 The Committee may call a Special General Meeting at any time.

17.2 A Special General Meeting must be called if requested in writing by at least 10 Members. 17.3 The purpose of the meeting must be stated in the request and notice.

17.4 Voting is only allowed on the stated business.

## **18.Notice of General Meetings**

18.1 At least 14 days' notice is required.

18.2 Notice must specify the date, time, place, and business.

18.3 Notice may be given by email, post, website, or other reasonable means.

## **19.Quorum**

19.1 A quorum for any General Meeting is 5 Members entitled to vote.

## **10.Chairperson**

20.1 The President presides at General Meetings.

20.2 If absent, the Vice President or another Member elected by the meeting presides.

## **11.Adjournment**

21.1 Meetings may be adjourned with the consent of Members present.

## **12.Voting**

22.1 Each Member is entitled to one vote.

22.2 For Family and Concessional Family Memberships, only the nominated person may vote. 22.3 The nominated person may be changed by written notice 14 days before a meeting.

22.4 Votes may be cast in person or by proxy.

22.5 The Chair has a casting vote.

### 13.Polls

23.1 A poll may be demanded and must be taken as directed by the Chair.

23.2 Polls on electing a Chair or adjournment are taken immediately.

23.3 Other polls may be taken before the close of the meeting.

### 14.Validity of Decisions

24.1 A declaration by the Chair that a resolution is carried constitutes the resolution of the meeting.

### 15.Management of the Association

25.1 The Committee manages the affairs of the Association.

25.2 The Committee may make by laws consistent with these Rules.

25.3 Executive Officers may hold a particular Executive position for a maximum continuous term of 3 (three) years, after which they must vacate that role but may hold a different Executive position. Unless the Committee records reasons why continuity is necessary and identifies a succession plan.

25.4 Committee composition:

President

Vice President

Secretary

Treasurer

Membership Officer

Public Officer

Ordinary Committee Members

One representative from each Local Group

25.5 Casual vacancies may be filled until the next AGM.

### 16.Election of Committee Members

26.1 Nominations must be submitted at least 10 days before the AGM.

26.2 Nominations must include:

name and signature of the nominator;

position nominated for;

consent and signature of the nominee;

date of nomination.

26.3 If insufficient nominations are received, further nominations may be taken at the AGM.

26.4 If nominations exceed vacancies, a ballot is held.

## **17. Vacation of Office**

27.1 A Committee position becomes vacant if the member:

dies;

resigns;

becomes bankrupt;

becomes a represented person under the Guardianship and Administration Act 1995;

fails to attend three consecutive meetings without apology or preapproval;

ceases to be a member.

## **18. Committee Meetings**

28.1 The Committee must meet at least quarterly.

28.2 Notice must be given to all Committee members.

28.3 A quorum is half the Committee plus one.

28.4 Meetings may be held using technology.

28.5 Each Committee member has one vote; the Chair has a casting vote.

## **19. Subcommittees**

29.1 Subcommittees may be established for defined purposes.

29.2 Subcommittees may include non-Members but must be chaired by a committee member.

29.3 Subcommittees must report regularly to the Committee.

## **20. Conflict of Interest**

30.1 Members must disclose conflicts of interest in writing as soon as they arise.

30.2 The Committee must assess and manage the conflict, which may include:

abstaining from discussions or decisions;

restricted access to information;

appointment of an independent party.

30.3 A Register of Conflicts must be maintained.

## **21. Public Officer**

31.1 The Committee must appoint a Public Officer if the position is not filled at the AGM.

31.2 The Public Officer maintains statutory records and lodges required documents.

31.3 Vacancies must be filled within 14 days.

## 22. Dispute Resolution

32.1 This process applies to disputes involving Members, the Committee, or the Association.

32.2 Parties must first attempt informal resolution.

32.3 If unresolved, written notice must be given to the Secretary.

32.4 Within 21 days, the Committee must consider the dispute and meet with the parties.

32.5 If unresolved, mediation must be arranged with an independent mediator.

32.6 If parties cannot agree, a mediator is appointed by an external body such as the Tasmanian Association of Mediators.

## 23. Use of Technology for Meetings and Voting

33.1 Meetings may be held online.

33.2 Electronic voting may be used for elections, resolutions, and decisions made during online meetings.

33.3 Electronic votes are valid.

## 24. Records and Privacy

34.1 Members may inspect non confidential records by arrangement.

34.2 Personal information must be protected and used only for Association purposes.

## 25. Winding Up

35.1 If the Association is wound up:

assets must be transferred to a not-for-profit organisation with similar aims;

the recipient organisation must be approved by Special Resolution;

no assets may be distributed to Members.

35.2 The Association indemnifies Committee members and volunteers against liability incurred in good faith performance of their duties.

This document was unanimously approved by the Committee of Permaculture Tasmania Inc. at a meeting held online on 3<sup>rd</sup> August 2026.