

Australian Speleological Federation By-Laws

1. By-Law on Membership Fees and Councillors (1998)

1. Only the Council may amend, alter or repeal this by-law.
2. For the purposes of this by-law, “membership fee” means the fee to be paid to the Federation in respect of an individual member.
3. Each Corporate Member shall pay the Federation a standard membership fee for each of its individual members by 30th June in each year, unless the Corporate Member is entitled pursuant to this by-law to pay some other (or no) membership fee in respect of an individual member, in which case by 30th June in each year the Corporate Member shall pay the Federation that other (or no) fee for that individual member.
4. Subject to the other provisions of this by-law, the standard membership fee:
 - (a) is the fee to be paid in respect of a person who is an individual member pursuant to Clause 14 of the Constitution; and
 - (b) shall be set by resolution of the Council each year.
5. The membership fee for a person who is an individual member pursuant to Clause 14 of the Constitution may be paid direct to the Federation, unless that person is a Fellow of the Federation, in which case he or she shall pay no membership fee.
6. The membership fee payable in respect of a person who is an individual member of a Corporate Member pursuant to Clause 13 of the Constitution shall be 0.7 of the standard membership fee, rounded to the nearest multiple of \$0-50.
7. The membership fees payable in respect of a couple (legal or de facto in accordance with the laws of their place of residence) shall be 1.2 of the standard membership fee, rounded to the nearest multiple of \$0-50.
8. The membership fee payable in respect of a full-time student, person receiving social security payments or retired person shall be 0.5 of the standard membership fee, rounded to the nearest multiple of \$0-50.
9. The Council may determine fees to be paid by persons who are individual members of Provisional Members.
10.
 - (a) The Council may by resolution offer or authorise the Executive to offer an exemption from or reduction of payment of membership fees for any class of members in specified circumstances, including but not limited to individual members in their first year of membership of a Corporate Member.
 - (b) The Council may by resolution determine that an individual member who, pursuant to an offer under subclause (a), pays no membership fee or pays a reduced membership fee is not entitled to the benefit of those services provided to other individual members of the Federation as specified in the resolution.
 - (c) Despite subclause (b), a resolution under that subclause may not detract from any benefits, rights or privileges conferred upon an individual member by the Constitution or By-laws.

11. If a person is a member of a Corporate Member and also of other Corporate or Provisional Members, only one Corporate Member chosen by that person for this purpose need pay a membership fee in respect of that person.
12. For the purpose of Clause 18 of the Constitution, a Corporate Member shall appoint or elect as many Councillors as the Executive, through the Treasurer, determines.
13. By 1st November in every year, the Executive shall determine the number of Councillors for each Corporate Member (and give that Corporate Member notice of such determination) according to the total amount of membership fees paid by that Corporate Member (not including any additional fee for late payment or any amount paid as charges for optional services determined under clause 17), divided by the amount of the standard membership fee, in accordance with the following table:

1 - 11.19	1
11.2 - 21.69	2
21.7 - 32.19	3
32.2 - 42.69	4
42.7 - 53.19	5
53.2 +	6

14. The Council may by resolution determine additional fees to be paid by members if membership fees have not been paid in respect of that member in time in accordance with paragraph 3. above.
 15. In lieu of determining additional fees in accordance with clause 14, the Council may by resolution:
 - (a) determine a discount on fees to be paid by members if those fees are paid by a certain date; or
 - (b) authorise the Executive to determine such a discount.
 16. Where a person is a fellow of the Federation and a member of a Corporate Member:
 - (a) no membership fee need be paid in respect of that person; and
 - (b) for the purposes of determining the number of Councillors to which the Corporate Member is entitled pursuant to paragraph 10 above, the Corporate Member shall be deemed to have paid a standard membership fee to the Federation in respect of that person.
 17.
 - (a) The Council may by resolution determine that the Federation provide certain privileges or services to any class of members at the option of each member of that class.
 - (b) The Council may by resolution determine or authorise the Executive to determine the charges payable by any class of member for any optional privilege or service provided under subclause (a).
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2. By-Law on Admission of Corporate Members (1998)

1. Only the Council may amend, alter or repeal this by-law.

2. Who may apply for Corporate Membership?

A Society may apply to the Secretary to become a Corporate Member of the Federation if its primary objectives are speleological in nature.

3. What notice must be given of an application?

If a Society makes an application under clause 2, notice of that application must be provided to members with the notice of the next Council meeting in accordance with clauses 25 and 110 of the Constitution.

4. What must an application contain?

A Society must include in its application for Corporate Membership:

- (a) a copy of the Society's constitution, rules or articles of association;
- (b) a description of the normal activities of the Society;
- (c) the present number of members of the Society; and
- (d) a statement that the Society subscribes to:
 - (i) the Federation's aims,
 - (ii) the Federation's Code of Conservation and Ethics, and
 - (iii) the Federation's Minimal Impact Caving Code.

5. Applications determined by Council

The Secretary must refer all applications made under clause 2 to the Council for determination in accordance with clause 6.

6. How is an application determined?

In determining an application made under clause 2, the Council may:

- (a) approve the application;
- (b) reject the application;
- (c) postpone its determination of the application;
- (d) reject the application but admit the applicant Society as a Provisional Member of the Federation; or
- (e) approve the application subject to:
 - (i) the applicant Society satisfying the Council or the Executive of any matter in relation to the conduct of the Society or its members;
 - (ii) the applicant Society fulfilling any requirement of this by-law which was not fulfilled at the time of determination; or
 - (iii) the recommendation of a State Speleological Council.

7. Matters relevant to determination

In making a determination under clause 6, the Council must have regard to:

- (a) evidence of satisfactory performance of the applicant Society;
- (b) any report or recommendation from the Membership Secretary and/or the Membership Commission;
- (c) any recommendation of the relevant State Speleological Council; and
- (d) any appropriate information provided by Corporate Members.

8. How many votes are needed to approve an application?

As required by clause 10 of the Constitution, a resolution to make a determination under clause 6(a) or 6(e) above must be carried by a two-thirds majority of votes cast.

9. What must an applicant Society's constitution contain?

The constitution, rules or articles of association of an applicant Society submitted under clause 4(a) must contain the following minimum requirements:

- (a) the name of the Society;
- (b) the aims and objectives of the Society, which must be primarily speleological in nature;
- (c) provision for a Society committee, including the election of committee members by the general membership of the Society at regular intervals of not longer than two years;
- (d) the size of quorums required for committee meetings, general meetings (including annual general meetings) and any meetings called for the purpose of amending the Society's constitution, rules or articles of association;
- (e) the method of amending the Society's constitution, rules or articles of association;
- (f) a provision requiring the election or appointment of Councillors to represent the Society at Council Meetings of the Federation; and
- (g) a provision requiring that, in the event of disbandment of the Society, all records will be lodged either in the ASF Library or in the library of a recognised state institution and ASF be advised accordingly.

In addition, Societies applying for Corporate Membership are encouraged to make Constitutional provision for recording of all cave exploration carried out, and for the safeguarding of such records.

3. *By-Law on Associates (1998)*

1. Only the Council may amend, alter or repeal this by-law.

2. How may an organisation gain Associate status?

Subject to the Constitution and the By-Laws, the Executive or Council may by resolution:

- a) confer upon an organisation the status of an Associate of the Federation; or
- b) authorise the Membership Commission to confer upon an organisation the status of an Associate of the Federation, subject to ratification by the next Executive or Council meeting, as specified in the resolution.

3. Who may apply for Associate status?

Associate status may be conferred upon an organisation under clause 2, if that organisation:

- a) is an organisation which does not have aims and objectives which are primarily speleological in nature; or
- b) is an organisation which is not eligible for membership of the Federation but which has some aims and objectives which are similar to those of the Federation.

4. What must an application contain?

An organisation must include in its application for Associate status of the Federation:

- (a) a description of the normal activities of the organisation; and
- (b) a statement that the organisation subscribes to:
 - (i) the Federation's aims;
 - (ii) the Federation's Code of Conservation and Ethics, and
 - (iii) the Federation's Minimal Impact Caving Code.

5. Fees payable by Associates

(1) The Council or the Executive may by resolution:

- (a) determine the fee payable to the Federation by organisations holding Associate status; and
- (b) determine discounts of fees payable by:
 - (i) specified organisations, or
 - (ii) specified classes of organisations, holding Associate status.

(2) The Executive must give notice to each organisation holding Associate status of the amount of any fees payable by that organisation.

6. How are the rights of Associates determined?

The Council or the Executive may by resolution:

- (a) determine the rights and privileges of organisations holding Associate status; and
- (b) determine the rights and privileges of
 - (i) specified organisations, or
 - (ii) specified classes of organisations holding Associate status;

provided such a resolution is consistent with the Constitution and By-Laws.

7. Representation of Associates at Council meetings

An organisation holding Associate status is entitled to be represented at meetings of the Council, unless the Council otherwise determines, but is not entitled to exercise a vote at such meetings.

8. How does an organisation lose Associate status?

- (1) An organisation loses Associate status if:
 - (a) the Council so resolves;
 - (b) the organisation has not paid any fees determined to be payable by that organisation pursuant to a resolution under clause 5 of this By-Law within three months of:
 - (i) the date on which those fees became payable; or
 - (ii) the date on which notice was given to that organisation of the requirement to pay those fees;whichever is the later; or
 - (c) the organisation resigns that status.
 - (2) Once an organisation loses Associate status, it may only regain that status by the method provided in clause 2.
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4. *By-Law on Provisional Members (1998)*

1. Only the Council may amend, alter or repeal this by-law.

2. Who may apply for Provisional Membership?

A Society may apply to the Secretary to become a Provisional Member of the Federation if its aims are primarily speleological in nature.

3. How is Provisional Membership granted?

Subject to the Constitution and By-Laws, a Society making an application under clause 2 may be granted the status of Provisional Membership:

- (a) by the Executive, but subject to ratification by the Council at the first Council meeting subsequent to the Executive meeting at which that status was conferred; or
- (b) by the Council.

4. Applicants for Corporate Membership

A Society making an application for Corporate Membership may be granted the status of Provisional Membership in accordance with clause 6(d) of the By-Law on Admission of Corporate Members.

5. What must an application contain?

A Society must include in its application for Provisional Membership:

- (a) a copy of the Society's constitution, rules or articles of association;
- (b) a description of the normal activities of the Society;
- (c) the present number of members of the Society; and
- (d) a statement that the Society subscribes to:
 - (i) the Federations aims,
 - (ii) the Federation's Code of Conservation and Ethics, and
 - (iii) the Federation's Minimal Impact Caving Code.

6. How is an application determined?

In determining an application made under clause 2, the Executive or Council, as the case may be, may:

- (a) approve the application;
- (b) reject the application;
- (c) postpone its determination of the application; or
- (d) approve the application subject to:
 - (i) the applicant Society satisfying the Council or the Executive of any matter in relation to the conduct of the Society or its members;
 - (ii) the applicant Society fulfilling any requirement of this by-law which was not fulfilled at the time of determination; or
 - (iii) the recommendation of a State Speleological Council.

7. Matters relevant to determination

In making a determination under clause 6, the Executive or Council, as the case may be, must have regard to:

- (a) any report or recommendation from the Membership Secretary and/or the Membership Commission; and
 - (b) any recommendation of the relevant State Speleological Council; and
 - (c) any appropriate information provided by Corporate Members.
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Resolution on Fees for Introductory and Life Members

1. Pursuant to clause 10 of the By-Law on Membership Fees and Councillors, where a person is an individual member of the Federation pursuant to clause 13 of the Constitution, and:
 - (a) is in the first year of membership of a Corporate Member, or
 - (b) is a life member of and does not pay a membership fee to a Corporate Member,then that person may elect to pay a membership fee to the Federation determined by the method set out in paragraph 2, provided that the Corporate Member has resolved to permit those persons to make such an election.
2. The Executive must determine an amount which is a multiple of \$0-50 which approximates that portion of the insurance premium payable by the Federation in respect of Directors and Officers Liability Cover, plus an administrative charge as determined by the Executive; and that amount is deemed to be the membership fee payable by an individual member making an election under paragraph 1.
3. For the sake of clarity, it is recognised that an amount paid by a Corporate Member in respect of an individual member who makes an election under paragraph 1, is to be included in the total amount of membership fees paid by that Corporate Member for the purposes of clause 13 of the By-Law on Membership Fees and Councillors.
4. An individual member who makes an election under paragraph 1, is not entitled to receive the publication *Australian Caver*. #