

Amalgamated Prospectors and Leaseholders Association of Western Australia Incorporated (APLA)
By-Laws 2019

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These By-Laws are to be read in conjunction with the 2018 Amalgamated Prospectors and Leaseholders Association of Western Australia Incorporated (APLA) Model Rules compliant with the Associations and Incorporations Act 2015.

By-Law 1 – Terms Used

Association means the Amalgamated Prospectors and Leaseholders Association of Western Australia Incorporated (APLA)

books (a) a register includes an electronic web-based system

branch means a subsidiary office of the Association

chairperson means the Committee member holding office as the President of the Association or any branch of the Association

committee means the Executive Committee of the Association or any branch of the Association

committee meeting means a meeting of a branch committee or Association committee

committee member means a member of a branch committee or Association committee

constitution means the rules of the association

due date means the membership anniversary date set by the Management Committee

member means a person who is an ordinary member of the Association

life-member means a person who has been nominated and accepted as a life-member at a State AGM. A life-member must abide by the Associations constitution and By-laws. Life-member status can be revoked by the executive for serious breaches of constitution or by-laws or if the life-members acts in a manner not in the best interests of the association

membership officer means the appointed person who manages the membership register and membership processes

members who are Body Corporates or Associations means a member classification that is entitled to a single representative vote

ordinary committee member means a committee member or office bearer who is a member of the Association

subsidiary offices means a branch office of the Association

tier 1 association means the recognised financial tier that applies to the Association under section 64(1) of the Act

By-Law 2 – Financial Year

The financial year set in the Model Rules is 1 July in the commencement calendar year to 30 June in the following calendar year.

By-Law 3 - Membership

BL 3.1 Minimum voting membership

- a. The Association must always have a minimum of six (6) members with full voting rights to comply with the Act.

BL 3.2 Member financial liability

- a. A member is only liable for their own outstanding membership fees under Rule 12.

BL 3.3 Eligibility for membership

- a. A Body Corporate or an Association may hold membership as a single entity.
- b. Any Body Corporate or Association member shall only be entitled to a single representative vote on APLA matters.
- c. The nominated person acting as Membership Officer shall have the authority to accept any application.

BL 3.4 Ineligibility for membership

- a. Ineligibility for membership shall be determined on the basis that the applicant has previously or is likely to not comply with the objects or interests of the Association or breach the Code of Conduct including offences of a criminal basis / nature.
- b. Where a membership application is declined under BL 3.5 a. the membership officer shall refer the matter to the State Committee and the decision to decline any application MUST be sanctioned by the State Committee.
- c. Where an application for membership is rejected, the membership fee accompanying the application must be refunded with fourteen (14) days from the rejection date to an account specified by the applicant.

BL 3.5 Applying for membership

- a. The State Treasurer shall carry out the role of Membership Officer being the nominated person.
- b. Any person, Body Corporate or Association can apply for membership consideration in writing using the APLA web-based application system or on the approved APLA membership application form.
- c. All applications are required to provide a financial member as the nominating person.
- d. For electronic applications the applicant is deemed to have signed the application on agreeing to the associations code of conduct and the submission of the application form. The nominating person for electronic applicants shall be the membership officer or other person as determined by the executive committee.
- e. For paper-based applications the application must be signed by the applicant and the member nominating the applicant. The applicant must specify the class of membership required.
- f. All new and renewing applicants must agree to abide by the APLA Code of Conduct.
- g. Incomplete or erroneous applications shall be returned for correction prior to consideration.

BL 3.6 Becoming a member

- a. An applicant becomes a member when the Membership Officer accepts the application and the Association membership fees are paid.
- b. New members joining **on or after 1st July** ~~after August 30~~ shall pay a reduced membership fee in accordance BL 4 Membership Fees
- c. Members paying their membership renewal fee after the due date are required to pay the full years fee.

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BL 3.7 Classes of membership (by application)

- a. ~~Ordinary~~ **Single** membership – single **member**
- b. Family membership – Parent(s) / Guardians and **dependent children under 18** up to ~~four children~~ aged **18** 46-years or under.
- c. Pensioner membership – Person must be aged over 65 years **on Age Pension ,unemployment benefit,** or unable to work **and** be in receipt of a Disability, Support, or DVA Pension - Dept of Human Services concession cards are to be provided as evidence.
- d. Pensioner couple – One person to be aged over 65 years or otherwise qualifies as per paragraph c above.
- e. Corporate Membership – Company or Organisation that has aligned values to APLA
- f. Life Membership – Members who have been granted Life membership status

BL 3.8 When membership ceases

- a. The Membership Officer shall keep all required records when membership ceases.
- b. A three (3) month grace period from the end of the membership year is provided for administrative purposes only, and the membership shall cease if members have not paid their membership fees by March 31, unless extenuating circumstances have been approved.
- c. Members who have not paid their fees are not covered by the APLA Public Liability Insurance.
- d. Where membership ceases through resignation, the resigning member ceases to be entitled to all benefits of being a member and may not represent themselves as a member of the association.

By-Law 4 – Membership fees

BL-4.1. Membership Year

- a. The membership year commences on 1 January and ceases on 31 December each calendar year.
- b. Membership is Due and Payable as of Dec 31 each calendar year.
- c. Renewal letters shall be sent out by 30 November each year.

BL-4.2. Membership Fees Payable

- a. The Committee shall set the membership fees scale and present any proposed changes to the AGM for approval.
- b. Membership fees are required to be paid in full by the due date.
- c. When a new membership application and payment is made online and accepted **on or after August 30th 1st July** and before November 1st the fee payable shall be

calculated on a pro-rata basis of 30% of annual fee plus a pro rata amount calculated on the membership fee / 12 x the number of whole months remaining in the year. E.g. Membership fee for a new member joining Sept 15th would be $(\$110 * 0.3) + (\$110/12 * 3) = \$33 + \$27.50 = \$60.50$

- d. Members paying their membership renewal fee after the due date are not entitled to the pro-rata rate and are required to pay the full years fee.
- e. When a membership application is made and accepted on or after 1 November, the membership fee shall extend to the expiry of the full next membership period.
- f. Any request to consider a hardship provision on membership renewal shall be forwarded to the Committee through the Membership Officer. Hardship can include loss of employment, illness, injury by accident or other financial matters.

By-Law 5 – Register of members

BL 5.1 Membership Records

- g. The Membership Officer and Treasurer shall keep an accurate register of members and reflect any changes to membership status.
- h. The use of the members register is to be in accordance with Privacy, SPAM and other governing acts as applicable.
- i. The membership register shall be electronically stored.

BL 5.2 Access to Membership Register

- a. A copy of the membership register, or part thereof may be given to specified Branch office bearers for branch information distribution purposes only. Branch office bearers must abide by the SPAM Act and any other governing Acts or laws and ensure that any email correspondence meets all requirements of the Acts,
- b. A copy of the membership register, or part thereof may be given to specified Executive office bearers or the webmaster for information distribution purposes only. Personnel with access to the register must abide by the SPAM Act and any other governing Acts or laws and ensure that any email correspondence meets all requirements of the Acts,
- c. Any member who wishes to inspect the register must contact the Membership Officer,
- d. Any member wishing to obtain an extract of membership lists under section 54(2) of the Act shall provide a written request and a statutory declaration setting out the purpose for which the copy or extract is required and declaring that the purpose relates to the affairs of the Association,
- e. The membership register must not be used for any purpose other than association business.

BL 5.3 Management of Un-financial members records

- a. A member who has not paid their renewal fee by March 31 is deemed to be un-financial,

- b. Un-financial members will lose access to APLA website, Publications and other online systems such as Facebook. as of March 31,
- c. Branch committee members may contact un-financial members by email, phone or letter to remind them to pay their fees,
- d. The membership officer or nominated person shall contact members who are un-financial as of March 31 in the first instance by email,
- e. The membership officer or nominated person shall contact members who remain un-financial as of May 31 by post with a final notice and advise that they will be removed from the database as of June 30 should they not pay their membership fee prior to that date,
- f. Members who are un-financial as of June 30 will be removed from the Active members database and their records archived.

By-Law 6 – Disciplinary Action, Disputes and Mediation

For the purpose of By-Law 6 in accordance with the Model Rules:

member means a member who is expelled or suspended from the Association, includes former members.

BL 6.1 Management of Disciplinary Actions, Disputes and Mediation

- a. Any disciplinary action or disputes shall be managed in accordance with the constitution Part 4
- b. All dealings regarding APLA grievance matters shall be referred to the State Executive for processing in accordance with the constitution.
- c. When a member's membership is suspended, the Membership Officer must record the necessary detail relating to the action in accordance with the constitution.

By-Law 7 - Committee

BL 7.1 Powers of Committee

- a. The Executive Committee members acting as the management committee applies to the Association and each Branch.
- b. In accordance with the Act the Executive committee shall always act in good faith for the association.

BL 7.2 Composition of Committee and duties of members

- a. State Executive members are formed from the branches elected delegates.
 - (a) Up to three (3) delegates from each branch as elected
 - (b) Nominated delegates then select and vote to elect the positions of:
 - President
 - Vice President
 - Secretary
 - Treasurer/Membership Officer

- Remaining delegates are State Committee members
- (c) Non-executive positions shall be appointed by the State executive comprising:
- Web Master
 - Newsletter (Datum Post) editor
- b. Sub-committees may be formed by the Executive to facilitate the running of the Association
- c. Each Branch Executive Committee shall consist of an elected
- President
 - Vice President
 - Secretary
 - Treasurer
 - If possible a minimum of Two (2) Committee members

BL 7.3 Branch Delegates

- d. Each Branch shall elect up to three (3) delegates for the State Executive committee based on the branch size.
- e. Delegates elected by each Branch for the State Executive may also hold a Branch executive position, but it is not a requirement for them to be on the Branch executive.
- f. The number of delegates per Branch shall be based on the membership number of the branch on the basis of:
- Branch membership less than twenty (20) – one (1) delegate
 - Branch membership more than twenty (20) but less than one hundred (100) – two (2) delegates
 - Branch membership more than one hundred (100) – three (3) delegates

BL 7.4 Eligibility

- g. Model Rules – Part 5, Division 2, Sub rule (6) states that no person shall hold 2 or more of the offices in State Executive or a Branch at the same time.
- h. All elected State and Branch Executive and Committee members shall provide a written declaration that they are compliant with the requirements of Section 39 of the Act.
- i. Any of the above positions cannot be held by a member who has become a bankrupt, insolvent, or been convicted of a criminal offence.
- j. Section 39, sub rule(2)of the Act. A person to whom this section applies must not, without leave of the Commissioner, accept an appointment or act as a member of a management committee of an incorporated association.
- k. If a member holding any of the Branch or state position becomes bankrupt, insolvent or is convicted of a criminal office, the member must resign immediately.

BL 7.5 State Executive Committee AGM changeover.

- i. New delegates to State Executive committee may attend State Committee meetings during the period from Branch election to immediately prior to the Annual General Meeting on the basis that voting rights are not afforded.

BL 7.6 Duties of State Management Committee Members and Officers

a. Chairperson/President

- i) The title of Chairperson shall be referred to as the President on all occasions.
- ii) The duties of the President shall be as set in the Model Rules and include:
 - (a) Attends and or delegates if necessary to attend RICC(Resource Industry Consultee Committee Meeting (2 seats), ANTHILC (DPLH - 2 seats).
 - (b) Liaises with and attends ad-hoc meetings with DMIRS, DPLH. Delegates if necessary
 - (c) Liaises and meets as required with PGA, DWER. Delegates if necessary.
 - (d) Liaises and meets as required with AMEC and CME
 - (e) Attends other ad-hoc meetings as invited across industry orgs.
 - (f) Represents and protects the interests, conditions and rights of prospectors and small-scale miners operating in WA at all meetings.
 - (g) Chair APLA Executive meetings
 - (h) Oversees and is responsible for the correct functioning and propriety of all APLA administrative systems and functions.
 - (i) Signatory on State accounts if required

b. Deputy Chairperson/Vice President

- i) The title of Deputy Chairperson shall be referred to as the Vice President on all occasions.
- ii) The duties of the Vice President shall be as set out in the Model Rules and include:
 - (a) Chair APLA Executive meetings if President unavailable
 - (b) Attends other ad-hoc meetings as required across industry orgs.
 - (c) Represents and protects the interests, conditions and rights of prospectors and small-scale miners operating in WA at all meetings.
 - (d) Other duties as required
 - (e) Signatory on State accounts if required

c. Secretary

- i) The duties of the Secretary shall be as set out in the Model Rules and include:
 - (a) dealing with the Association's correspondence;
 - (b) consulting with the chairperson regarding the business to be conducted at each committee meeting and general meeting;
 - (c) preparing the notices required for meetings and for the business to be conducted at meetings;
 - (d) maintaining on behalf of the Association an up-to-date copy of these rules, as required under section 35(1) of the Act;
 - (e) unless another member is authorised by the committee to do so, maintaining on behalf of the Association a record of committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
 - (f) ensuring the safe custody of the books of the Association, other than the financial records, financial statements and financial reports, as applicable to the Association;
 - (g) maintaining full and accurate minutes of committee meetings and general meetings;
 - (h) carrying out any other duty given to the secretary under these rules, by-laws or by the committee.
 - (i) Sending bulk emails out to members ensuring all bulk member emails goes out via the Secretary.

- (j) Signatory on State accounts if required
- d. Treasurer
- i) The duties of the Treasurer shall be as set out in the Model Rules and include:
 - (a) Managing the associations funds in accordance with the requirements of the act;
 - (b) All Branch bank accounts shall have a minimum of two signatories preferably three – normally the treasurer, and president, however any office bearer of a branch may be authorised by the committee to be a signatory.
 - (c) ensuring that any amounts payable to the Association are collected and issuing receipts for those amounts in the Association's name;
 - (d) ensuring that any amounts paid to the Association are credited to the appropriate account of the Association, as directed by the committee;
 - (e) ensuring that any payments to be made by the Association that have been authorised by the committee or at a general meeting are made on time;
 - (f) compile and submit GST returns as required – either directly or through the appointed association accountant.
 - (g) ensuring the financial reports as submitted to the State AGM are reviewed by an independent appointed Chartered Accountant.
 - (h) ensuring that the Association complies with the relevant requirements of Part 5 of the Act;
 - (i) ensuring the safe custody of the Association's financial records, financial statements and financial reports, as applicable to the Association;
 - (j) coordinating the preparation of the Association's financial statements before their submission to the Association's annual general meeting;
 - (k) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
 - (l) carrying out any other duty given to the treasurer under these rules or by the committee.
 - (m) report at each general meeting in writing on the branch / or state financial position.
- e. Membership Officer
- i) The role of Membership Officer (being the nominated person) maintaining on behalf of the Association the register of members, and recording in the register any changes in the membership, as required under section 53(1) of the Act;
 - (a) process membership applications
 - (b) process membership payments
 - (c) print and post membership cards
 - (d) manage membership database
 - (e) compile membership reports for executive and AGMs
 - (f) follow up non-renewing members
 - (g) if required contact members by phone
 - (h) conduct initial follow ups by email using the automated system
 - (i) contact all members that have not renewed by May 31 by post with a notice that their membership will be archived as of July1 if they have not renewed by then.
 - (j) answer membership / general / inquiries receive by email /phone.
- f. Committee members- Delegates
- 1) Committee members shall execute duties as directed by the Management Committee.
 - 2) Give feedback on decision making process for the benefit of all stakeholders
 - 3) Discuss policy with branch committee and where time permits Members and give feedback to the Delegate Management Committee.

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- 4) State Delegates to report to Branch on APLA directives with advice and direction on matters in the Mining Act and all other Acts that impact on prospecting, Leaseholders and small mining from the TA.
- 5) To attend meetings in Perth on request where possible and assist the TA with notes when Vice President is not available.
- 6) To be approachable to members questions on prospecting.
- 7) Assist the state president with all matters relating to part-time and professional prospectors, leaseholder, and small-scale miners. This assistance would include but not limited to, lease pegging, application submissions, programme of works (POW) and excess tonnage applications, 40E permit applications, lease surrender/withdrawals, pastoral lease holders, local government, town common issues, state government, and primary tenement holders to name a few.
- 8) Clarify and advise on matters related to the Mining Act 1978 and the Mining Regulations 1981
- 9) Advise on matters related to the Warden's court and the procedures that need to be followed.
- 10) Advise on matters dealing with APLA's constitution and the Code of Conduct.
- 11) Advise on matters related to Native Title and Aboriginal Cultural Heritage.
- 12) Advise on DMIRS directives and pamphlets on education

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Non – Executive positions

a. Web Master

- i) The duties of the Web Master include:
 - (a) Manage the APLA Website
 - (b) Configure APLA mail server
 - (c) Coordinate with developers on Website changes and improvements as required
 - (d) Manage APLA mailing system.

b. Newsletter Editor

- i) The duties of the Newsletter Editor include:
 - (a) 6 editions per year depending on content available.
 - (b) Using a template that fits APLA's corporate design.
 - (c) Must represent the objects of APLA and facilitate members news.
 - (d) Notify the treasurer of any adverts that require invoicing.

c. Merchandise Officer

(1) The duties of the Merchandise Officer include:

- (a) Arrange purchase of merchandise
- (b) Record Stock
- (c) Supply Stock to Branches

BL 7.7 Duties of Branch Executive/Committee Members and Officers

a. Branch Chairperson/President

- i) The title of Chairperson shall be referred to as the President on all occasions.
- ii) The duties of the President shall be as set in the Model Rules and include:
- iii) Presiding over branch meetings in accordance with the published agenda
- iv) Presiding over branch committee meetings
- v) Signatory on branch accounts if required
- vi) Organising guest speakers
- vii) Organising field days or open days.

b. Branch Deputy Chairperson/Vice President

- i) The title of Deputy Chairperson shall be referred to as the Vice President on all occasions.
- ii) The duties of the Vice President shall be as set out in the Model Rules and include:
- iii) Presiding over branch meetings in accordance with the published agenda if the President is not available
- iv) Presiding over branch committee meetings if the President is not available
- v) Signatory on branch accounts if required

c. Branch Secretary

- i) The duties of the Branch Secretary shall be as set out in the Model Rules and include:
- ii) dealing with the Branch correspondence;
- iii) consulting with the Branch chairperson regarding the business to be conducted at each committee meeting and general meeting;
- iv) preparing the notices required for meetings and for the business to be conducted at meetings;

- v) unless another member is authorised by the committee to do so, maintaining on behalf of the Branch a record of Branch committee members and other persons authorised to act on behalf of the Association, as required under section 58(2) of the Act;
- vi) ensuring the safe custody of the books of the Branch, other than the financial records, financial statements and financial reports, as applicable to the Branch;
- vii) maintaining full and accurate minutes of Branch committee and general meetings;
- viii) carrying out other duties in the act by the secretary under these rules, by-laws or by the committee.
- ix) Coordinating with the other branch executive and committee members to draft and distribute branch meeting agenda's, **minutes and bulk branch emails out.**
- x) Assist with the running of branch and branch committee meetings as required

d. Branch Treasurer

- a. The duties of the Branch Treasurer shall be as set out in the Model Rules and include:
 - i) ensuring that any amounts payable to the Branch are collected and issuing receipts for those amounts in the Association's name;
 - ii) ensuring that any amounts paid to the Branch are credited to the appropriate Branch account of the Association, as directed by the committee;
 - iii) ensuring that any payments to be made by the Branch that have been authorised by the Branch committee or at a general meeting are made on time;
 - iv) ensuring that the Branch complies with the relevant requirements of Part 5 of the Act;
 - v) ensuring the safe custody of the Branch financial records, financial statements and financial reports;
 - vi) co-ordinating the preparation of the Branch financial statements before their submission to the Branch annual general meeting;
 - vii) submitting the Branch financial statements to the State treasurer for inclusion in the Associations GST and Tax returns.
 - viii) providing any assistance required by an auditor or reviewer conducting an audit or review of the Association's financial statements or financial report under Part 5 Division 5 of the Act;
 - ix) carrying out any other duty given to the treasurer under these rules or by the committee.
 - x) report at each general meeting in writing on the branch financial position.
 - xi) All Branch bank accounts shall have a minimum of two signatories – normally the treasurer, and president, however any office bearer of a branch may be authorised by the committee to be a signatory

e. Branch Committee members

- i) Committee members shall execute duties as directed by the Branch President and executive.
- ii) Committee members may be called upon to:
 - (a) Assist with organising Branch activities
 - (b) Camps
 - (c) Field days
 - (d) Social days

[By-Law 8 – How members become Committee members](#)

BL 8.1 Committee members are normally elected at the Branch AGM,

BL 8.2 Additional members may become committee members during the year if required.

By-Law 9 – Committee meetings

BL 9.1 State Meetings

- a. The State Executive committee shall meet a minimum of 3 times per year as arranged by the state secretary including the AGM.
 - i) To discuss and forward plan for the benefit of APLA members.
 - ii) Including dedicated planning conferences if required

BL 9.2 Branch Meetings

- a. Branch executive / committees shall meet a minimum of 4 times per year. These meetings may be held prior to a branch general meeting to reduce the burden on committee members.

By-Law 10 – Subcommittees and Branches

BL 10.1 Subcommittees

- a. Subcommittees shall be formed as required by the State or Branch executive to perform specific tasks. E.g. organise and manage a field camp. Review or research information as required.

By-Law 11 – General meetings

BL 11.1 Branch General meetings

- a. Each branch shall hold a minimum of 4 general meetings per year.
- b. General meetings provide members with updates on recent matters and should be as informative as possible.

BL 11.2 Meeting Protocols

- a. General meetings shall follow the standard meeting protocols
 - i) Attendance
 - ii) Welcome
 - iii) Apologies
 - iv) Confirmation of previous minutes
 - v) Matters arising
 - vi) Financials
 - vii) Association Updates
 - viii) Industry Alerts
 - ix) Planned Events
 - x) Guest Speakers
 - xi) Next Meeting Date

BL 11.3 New branches – Set up procedures

A new branch may be established when.

- a) The State executive shall propose and request establishing a new branch when sufficient numbers of members warrant a new branch.
- b) The State executive committee vote to create a new branch.
- c) The State executive committee shall determine a name of the new branch and have it ratified at the State AGM.
- d) The state secretary shall send out notice to all members of the proposed new branch setup.
- e) State executive committee may send up to three state executive members to run the meeting and take minutes for up to 6 months to establish new committee members.
- f) The state secretary shall set the initial branch meeting location and frequency until a new committee is established.
- g) Advertise in the local paper, Facebook, webpage and any other media the executive committee may consider appropriate.
- h) The Committee members shall assist with establishing the new branch committee as required and assist the Executive Delegate that is running the meetings to identify and help build confidence and rapport and assist the branch becoming viable to operate.

BL 11.4 New branch office holders

At the new branch general meeting, a separate election must be held for each position of office holder of the Branch.

- (1) The following positions are requested from nomination forms sent out 42 days before the meeting-
 - (i) Chairperson/President
 - (ii) Deputy Chairperson/Vice President
 - (iii) Secretary
 - (iv) Treasurer
 - (v) Committee members in accordance with the By-Laws
 - (vi) Delegates to State executive in accordance with the By-Laws
- (2) the interim chairperson of the meeting shall read out the nominations received and call for any additional nominations from the ordinary members at the meeting and from the floor.
- (3) If only one member has nominated for a position, the interim chairperson of the meeting must declare the Member elected to the position.
- (5) If more than one member has nominated for a position, the ordinary members at the meeting must vote in accordance with procedures that have been determined by the committee to decide who is to be elected to the position.
- (6) Each ordinary member present at the meeting may vote for one member who has nominated for the position.
- (7) A member who has nominated for the position may vote for himself or herself.
- (8) On the member's election, the new chairperson of the Branch may take over as the chairperson of the meeting.
- (9) Members who wish to transfer to the newly established branch may do so by contacting The membership officer before the elections.

- (10) Any member who nominates for a position on the new branch committee will automatically be transferred to the new branch and cannot transfer back to the old branch whilst on the committee.

BL11.5 Nomination of committee members to new branch.

- (1) At least 42 days before a new Branch general meeting, the State Secretary must send written notice to all the members —
 - (a) calling for nominations for election to the New Branch committee and
 - (b) stating the date by which nominations must be received by the Secretary to comply with sub rule (2).
- (2) A member who wishes to be considered for election to the New Branch committee at the annual branch general meeting must nominate for election by sending written notice of the nomination to the Secretary at least 28 days before the annual general meeting.
- (3) The written notice must include a statement by another member in support of the nomination.
- (4) A member may nominate on the night of the annual /general meeting from the floor.
- (5) For the purpose of setting up a new branch, elections will continue at general meetings until the first Annual General Meeting. 21 days' notice is required for the subsequent general meetings and elections. Nominations are preferred on the Nomination Forms but will be accepted from the floor.

BL 11.6 Honorariums

- 1) refer constitution Part 2- S3(b)
- 2) Only one honorarium may be paid across branch committee Office bearers and state Office bearers and Delegates.
- 3) At the branch's discretion they may offer an honorarium to office bearers. (President, Secretary, Treasurer).
- 4) At the Delegate Management committee's discretion they may offer an honorarium to Delegates.

By-Law 12 – Financial matters

BL 12.1 Branch Rebate Subsidies

- a. Branch rebate subsidies shall be calculated based on the number of financial members as of Aug 30 each year
- b. Members joining after Aug 30 are subject to a reduced membership fee, so no rebate is paid for those members in that year.
- c. Branch rebates should be paid to branches by Sept 30 each year for that year's members.
- d. Branch rebate is to be calculated as per the latest rate approved at State AGM.
- e. APLA was registered for GST with effect from Jul 01, 2018

- f. APLA reports GST and BAS liabilities on a Quarterly (Annual) basis. GST Reporting is not required for branches who do not engage in selling goods.

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BL 12.2 Branch Financials Reporting requirements

- a. Branch Treasurers are to submit branch financials to the State treasurer for year-end 30th June to facilitate ATO reporting by State Group.
- b. To maximise the GST Input Tax claimable and for taxation purposes, branch Treasurers must make sure purchases sourced by Branch over \$1000 require the invoice to be made out to State APLA of WA Inc and State Treasurer will pay the invoice. An inter transfer payment is to be made by Branch to State for the amount.
- c. Any goods that are sold of merchantable sales will incur GST eg: merchandise. For this purpose, all sales of merchandise are to be deposited through APLA's State Financial Bank. A separate receipt book is to be kept.

BL 12.3 State Financial Reporting requirements

- a. APLA's not-for-profit (NFP) organisation's turnover is currently \$150,000 or more, So we are registered for GST with the ATO. (If turnover per annum changes to below the exemption for NFP with the ATO the Management Committee in conjunction with the Treasurer may consider deregistering)
 The State Treasurer for month end September, December, March and June must submit BAS quarterly Reporting no later than due date :
 The following table provides a summary of the payment and lodgement dates for businesses that report or pay GST quarterly.

BAS Due date for each quarter	
Quarter	Due date
1 - July, August and September	28 October
2 - October, November and December	28 February
3 - January, February and March	28 April
4 - April, May and June	28 July

- b. To maximise the GST rebates claimable and for taxation purposes APLA must retain copies of all invoices / receipts. State Treasurer to request any GST payable from branches at financial year end June if any.

By-Law 13 – General Matters

BL 13.1 The Objects of the association are:

- a. As per the Rule 3-4, to protect and further the interests of prospectors, leaseholders and small miners;
- b. To make representations to the Department of Mines, Industry, Regulation and Safety (DMIRS), Government ministers and other relevant authorities controlling or affecting the mining and exploration industry;
- c. To obtain better conditions generally to stimulate and encourage prospecting in Western Australia.

BL 13.2 Camps:

- a. Camps shall be organised / held as required by branches.
- b. Ideally to minimise the impact camps should be kept to reasonable numbers.
- c. Any member attending an APLA camp agrees to abide by the rules and guidelines provided by the camp organiser.
- d. Camps are for current members only, unless otherwise approved by the camp organiser.
- e. A standard Camp procedure shall be developed and adopted for use by branches, when completed it shall be added to these by-laws..
- f. Refer to the APLA Camp Guidelines

BL 13.3 Field Days

- a. Field Days shall be organised / held as required by branches.
- b. Any member attending an APLA field day agrees to abide by the rules and guidelines provided by the organiser.
- c. Field Days are for current members only, unless otherwise approved by the organiser.

BL 13.4 Open Days

- a. The purpose of Open Days or Public Days is to raise the awareness of APLA in the general community.
- b. Open or Public days shall be held as required by branches.
- c. Open Days provide the perfect forum for APLA to make the general prospecting community and anybody interested in prospecting aware of what APLA stands for and why it is important for people to join APLA.
- d. Branches are encouraged to hold an Open Day on a regular (annual) basis if possible.

BL 13.5 Training Days

- a. Training Days shall be organised / held as required by branches.
- b. Training Days may consist of free or paid training.
- c. Any member attending an APLA Training day agrees to abide by the rules and guidelines provided by the organiser.
- d. Training Days are for current members only, unless otherwise approved by the organiser.

By-Law 14 – Code of Conduct

BL 14.1 APLA Code of Conduct

- a. APLA has a responsibility to all members with their differing prospecting interests, to ensure their rights are protected and to maintain and further our high profile.
- b. It is therefore essential that our members agree to uphold APLA's principles and support our charter by their actions and behaviours.
- c. At a State AGM, APLA members voted for a code of conduct for all members to endorse annually on membership renewal and for all new members.

APLA Code of Conduct

- Members will always conduct themselves in a responsible manner towards protecting and furthering the interests of Prospectors and Leaseholders
- Members will abide by the provisions of the WA Mining Act 1978 and Regulations and any subsequent changes or Acts, following the guidelines in the Prospecting WA booklet issued by the Department of Mines, Industry, Regulation and Safety (DMIRS).
- Members will follow the guidelines in the prospecting, exploration, mining on pastoral leases booklet issued by DMIRS, Department of Mines Industrial Regulation and Safety.
- Members will act to support APLA and prospecting in general, including on Social Media sites and public forums.
- Members will always abide by tenement holder's legitimate requests when prospecting on a granted tenement.
- Members will minimise environmental impact and maintain and leave campsites clean.
- Members will abide by main roads closures and prevent unnecessary damage to pastoral roads infrastructure and tracks.
- Members will display courtesy and consideration to other prospectors in the field and maintain a respectable distance from their activities.
- Members will display courtesy and consideration to other land users such as Pastoral Lease Holders and ensure that they do not damage Pastoral Infrastructure and make reasonable effort to contact them prior to going on the Pastoral Leases.