



## GENERAL MEMBER QUICK GUIDE

### Goldfields Environmental Management Group

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#### 1. INTRODUCTION

The following document is intended to provide a quick reference guide to all new and existing GEMG members for key activities, objectives and functions of the association, as defined in the approved Constitution. Should a conflict exist between the guides and the GEMG Constitution, please refer to the latter in the first instance.

#### 2. BACKGROUND TO THE GEMG

The Goldfields Environmental Management Group (GEMG) is a body of people working to achieve excellence in environmental management. The GEMG provides a source of information and networking platform for environmental management practices, exploring issues such as community & external stakeholders, ecology (flora & vegetation, fauna, stygofauna etc.), environmental education & communication, environmental management systems, legislation, regulatory approvals & processes, materials characterisation, land management, air quality, mine closure, rehabilitation, waste management, recycling and water management.

#### 3. CONTACT DETAILS

Mail: PO BOX 2412, BOULDER WA 6432  
ABN: 39 240 741 493  
Email: [secretary@gemg.org.au](mailto:secretary@gemg.org.au)  
Website: <https://www.gemg.org.au/>

#### 4. MEMBERSHIP

##### 4.1. Eligibility

In accordance with Part 3 of the Constitution, any person who supports the objects or purposes of the Association (see below) is eligible to apply for membership to the GEMG. However, an individual who has not reached the age of 15 years is not eligible to receive full voting rights.

##### Objects of the GEMG

To promote good environmental management in the Goldfields region of Western Australia, particularly by, but not limited to:

- 1) Providing a source of expertise and resources for land rehabilitation. This is to include the areas of revegetation techniques, seed technology and site planning;
- 2) Providing information and education to interested parties on revegetation and environmental management;



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- 3) Identifying areas where environmental knowledge is limited and research will be beneficial; and
- 4) Provide a forum for discussion and dissemination of information and knowledge regarding environmental issues.

#### 4.2. Application Process

The current application form is available for download from the GEMG website. Membership can be applied for at any time, but will expire on the 30th of September annually. Please send completed membership forms to [secretary@gemg.org.au](mailto:secretary@gemg.org.au).

Received applications will be added to the agenda of the next Committee Meeting (held monthly) to be voted on by the Committee. Following approval of your application, an invoice for the membership fee will be sent to your supplied email address with payment due within three months. If payment is not received within three months, your application is automatically considered withdrawn.

#### 4.3. Provision of the Model Rules

It is a requirement that all new members of the GEMG receive a copy of the model rules (*i.e.* the Constitution) in force at the time their membership commences. This may be provided by electronic transmission or downloaded via the GEMG website:

<https://www.gemg.org.au/constitution>

#### 4.4. Register of Members

GEMG maintains a register of members in accordance with the requirement of the constitution. Members may request to view the register, make a copy of, or take an extract from the register, but must not use or disclose information for a purpose other than requested and keeping in line with the requirements of the constitution. The GEMG register of members is currently maintained in Kalgoorlie-Boulder and viewings may be organised by contacting the Secretary.

#### 4.5. Classes of Membership

The GEMG consists of two main types of members, distinguished based on the voting rights outlined below:

- 1) *Associate Member* means a member without full voting rights under the constitution (*i.e.* an individual who has not reached the age of 15 years); and
- 2) *Ordinary Member* means a member with full voting rights referred to in rule 8(5) of the constitution.

Please be advised that Associate Membership cannot be applied for directly. Honorary Life Membership may be awarded at the discretion of the Committee under this category.

There are several sub-categories of Ordinary Members defined under the constitution below:



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- 1) *Committee Member* means any member of the committee elected at a general meeting, or appointed by the committee to fill a casual vacancy;
- 2) *Office Holder* means a committee member appointed to the position of Chairperson, Vice Chairperson, Secretary or Treasurer under rule 27(3) of the Constitution; and
- 3) *Ordinary Committee Member* means a committee member who is not an office holder of the Association under rule 27(3).

#### 4.6. Renewal

All GEMG memberships have an annual renewal date of 30 September. Invoices are to be issued to members one month in advance of the expiry date, and members have three months to pay before their membership is considered cancelled.

#### 4.7. Nomination of Committee Members

Any Ordinary Member who wishes to be considered for election to the committee at the annual 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. The written notice must include a statement by another member in support of the nomination.

#### 4.8. Proxies

If required, Ordinary Members may appoint a proxy to attend special or annual general meetings and vote on their behalf. Proxies must be current Ordinary Members of GEMG with full voting rights. The generic proxy appointment form can be downloaded from the Commerce WA website for completion:

<https://www.commerce.wa.gov.au/sample-form-appointment-proxy>

#### 4.9. Obligation to Notify

All GEMG members are also obliged to notify the Secretary of a change of name, address or contact details. It is recommended that all membership applications include personal contact details to maintain currency in the event of a job change.

### 5. CESSATION OF MEMBERSHIP

A person ceases to be a member of the GEMG when any of the following takes place:

- 1) The death of a individual members;
- 2) The resignation or expulsion of a member;
- 3) The non-payment of the annual membership fee within the period of 3 months after the due date; or
- 4) For a member who is a body corporate, the body corporate is wound up.



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Please be advised that the Secretary must keep a record, for at least one year after a person ceases to be a Member, of the reason why and the date on which the person ceased to be a member.

#### 5.1. Resignation

A member may resign from membership of the GEMG by giving written notice of the resignation to the Secretary. The resignation takes effect from the date:

- 1) when the Secretary receives the notice; or
- 2) as stated in the notice, if at a later time.

Please be advised that any person who has resigned from membership of the GEMG remains liable for any fees (*i.e.* membership fees) that are owed at the time of resignation.

#### 5.2. Suspension or Expulsion

Please be advised that the committee may decide to suspend a member's membership or to expel a member from the GEMG under the following circumstances:

- 1) the member contravenes any of these rules; or
- 2) the member acts detrimentally to the interests of the Association.

#### 5.3. Member Death

All GEMG members should notify the Secretary, as soon as practical, when a member (or possible) member passes away so as to respectfully ensure no further communications are sent to the member's family by the Association.

### 6. COMMUNICATION

#### 6.1. Mailing List

All GEMG members, and residents of the broader Goldfields community, are encouraged to join the mailing list below to receive up to date information on upcoming opportunities and events. All members are added to the members-only mailing list and the general announcement mailing list by default.

<https://gemg.us3.list-manage.com/subscribe>

#### 6.2. Social Media

All GEMG members are also encouraged to follow the GEMG on current social media platforms, providing a forum for discussion, networking and advertising for upcoming events and opportunities.

**Public Facebook Group:**

<https://www.facebook.com/groups/GEMG>



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**Facebook Organisation:**

<https://www.facebook.com/GEMGGROUP>

**Linkedin:**

<https://www.linkedin.com/company/goldfields-environmental-management-group/>

## 7. COMPLAINTS

The GEMG is committed to continuous improvement in regards to our operation, events and community impact within the Goldfields. As such, specific feedback may be sought after all major events for future reference and improvements. If required, all complaints are to be expressed in writing to the GEMG Secretary ([secretary@gemg.org.au](mailto:secretary@gemg.org.au)).

The Committee will endeavour to respond to all complaints within 10 business days. Should a resolution not be reached, complaints will be managed in accordance with the disputes and grievances procedure outlined under Part 4 of the Constitution.