

RULES FOR THE BAT CONSERVATION GIFT FUND
Adopted by the management committee KBCS Inc 19 February 1998

1. The environmental purposes of the Bat Conservation Gift Fund are to support the environmental Aims and Objects of the Ku-ring-gai Bat Conservation Society Incorporated (KBCS Inc).
2. The Gift Fund will be used only to support these purposes.
3. Members of the general public are to be invited to make gifts of money or property to the Fund for the environmental purposes of the KBCS Inc.
4. Money from interest on donations, income derived from donated property and money from the realisation of such property are to be deposited into the Fund.
5. The Fund must not receive any other money or property, including corporate sponsorship money, and gifts are to be kept separate from other funds of the Association.
6. A separate bank account is to be opened to deposit money donated to the Fund including interest thereon.
7. Cheques or money orders received which are made up of the member's annual subscription and a donation to the Gift Fund are to be banked in the Gift Fund account and value of the subscription transferred to the Association's general account.
8. Receipts are to be issued in the name of the Fund, and proper accounting records and procedures are to be kept and used for the Fund.
9. The allocation of any funds or property to other organisations, persons, or groups will be made in accordance with the established objectives of the KBCS Inc and not be influenced by the expressed preference or interest of a particular donor to the Bat Conservation Gift Fund.
10. The Fund shall be operated on a non-profit basis. None of the money or property accumulated by the Fund will be distributed to members of the KBCS Inc, nor to any member of the sub-committee appointed by the management committee of KBCS Inc pursuant to (12) hereunder if any such sub-committee member is not also a member of KBCS Inc, apart from proper remuneration for administrative services.
11. The Gift Fund may be wound up at any time by a special resolution carried at a general meeting of the Association. The dissolution of the KBCS Inc includes the automatic wind up of the Gift Fund and transfer of its assets to another Fund with similar objectives which is on the Register of Environmental Organisations.
12. The Fund will be administered by a sub-committee of not fewer than three persons. It will be appointed by the management committee of the KBCS Inc. The majority of its members will be approved as 'responsible persons' according to the Guidelines prepared by the Department of the Environment, Sport and Territories, and one shall be the Honorary Treasurer of the Association.

13. The Gift Fund sub-committee will meet not less than three times per year, and elect its own chairperson. It will ensure that receipts of donations are properly recorded, approve expenditure necessary to manage the Fund, approve distribution of monies from the Fund for environmental purposes and consider any other relevant business. Its meetings will be minuted.
14. Its minutes will be available to the management committee and will be kept with the records of KBCS Inc.
15. The financial year of the Gift Fund will run from 1st July to 30 June. An audited statement of the income and expenditure of the Fund will be presented at the Annual General Meeting of the Association.
16. The rules may be amended by Special Resolution submitted in writing to the management committee of the KBCS Inc. and passed at a committee meeting, provided the amendments conform with the guidelines of the Register of Environmental Organisations.
17. Changes to the membership of the Gift Fund sub-committee and to these rules are to be advised to the Department of the Environment, Sport and Territories within one month.
18. Statistical data about gifts to the Fund during the financial year will be provided to the Department of the Environment, Sport and Territories within four months after the end of the financial year and in the form required by the Department.