**BAT CONSERVATION GIFT FUND
RULES**

**Adopted by KBCS Inc. Management Committee 19 February, 1998**

**with revisions adopted 4 June, 2018 and 2021**

1. The environmental purposes of Bat Conservation Gift Fund are to support the environmental Aims and Objects of Ku-ring-gai Bat Conservation Society Incorporated (KBCS Inc).

2. The Gift Fund will be used to support these purposes only.

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 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 Gift Fund.

5. The Fund must not retain any other money or property, including corporate sponsorship money. Gifts are to be kept separate from other funds of the Association. The Fund may receive and disburse money by electronic funds transfer.

6. A separate bank account is to be opened to deposit money donated to the Fund including interest thereon. The Gift Fund bank account shall operate as follows:

(i) with three of the members of the sub-committee registered with the bank as authorised to operate the account; and

(ii) if a payment is to be made by cheque, the cheque will bear the signatures of two of the members of the sub-committee registered with the bank; or

(iii) if a payment is to be made by electronic funds transfer, the transfer is to be authorised electronically by two of the members of the sub-committee registered with the bank.

7. Cheques, money orders or electronic funds transfer received which are made up of the member’s annual subscription and a donation to the Gift Fund or any other funds for KBCS Inc. are to be banked in the Gift Fund account and value of the subscription or other funds transferred to the Association’s general account.

8. Receipts are to be issued in the name of the Fund with proper accounting records and procedures 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 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. or 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 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 KBCS Inc. The majority of its members will be approved as ‘responsible persons’ according to the guidelines prepared by the relevant Government Department 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. Gift Fund sub-committee meetings may be conducted by e-mail. Meetings will be minuted. If a Gift Fund sub-committee meeting is conducted by e-mail, the relevant
e-mail thread(s) will comprise the minutes of that meeting.

14. The Gift Fund sub-committee’s 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. A 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 KBCS Inc. and passed at a management 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 relevant Commonwealth Department within one month.

18. Statistical data about gifts to the Fund during the financial year will be provided to the relevant Commonwealth Department within four months after the end of the financial year and in the form required by the Department.