

BirdLife WA Branch Working Arrangements  
Addendum A – BirdLife Western Australia Finances

A1. PURPOSE

- A1.1 These rules are an addendum to the BirdLife Australia Branch Working Arrangements and were formally approved by the Board of BirdLife Australia on 24 November 2012.
- A1.2 They are specific to BirdLife Western Australia (BWA).
- A1.3 They govern the management of the BWA funds, in addition to the rules specified in the Branch Working Arrangements.

A2. BWA FINANCE COMMITTEE

- A2.1 The BirdLife Western Australia Executive Committee (BWA EC) will appoint a Finance Committee whose function is to advise the BWA EC on the management of the branch finances.
- A2.2 The BWA Finance Committee comprises:
- Treasurer – chair
  - One other BWA EC member
  - Two BWA members who are not on the BWA EC
- A2.3 The BWA Finance Committee will meet at least twice a year to review the finances.
- A2.4 The BWA Finance Committee will create an annual budget.
- A2.5 The BWA Finance Committee will meet when the BWA EC asks for advice.
- A2.6 Meetings can be in person, by telephone, by email or by any other means the committee decides.

A3. INVESTMENTS

- A3.1 Investments will be held in the name of BirdLife Australia trading as BirdLife Western Australia in accordance with the Branch Working Arrangements.
- A3.2 Funds surplus to the day to day running of the organisation will be invested on the advice of the BWA Finance Committee and in accord with the Branch Working Arrangements (section 20).

A4. BAWA INC INVESTMENT FUNDS

- A4.1 The investment funds transferred to BWA from Birds Australia Western Australia Inc. (BAWA Inc.) will be accounted for separately in the BWA accounts.
- A4.2 The income from the BAWA Inc. investments will be reinvested.
- A4.3 Any use of funds from the BAWA Inc. investments must be approved by the BWA EC.
- A4.4 The use of funds from the BAWA Inc. investments in a financial year over either 5% of the funds or \$20,000 must be approved by both:
- the BWA EC
  - a special resolution put to the BWA membership at either an Annual General Meeting (AGM) or Special General Meeting (SGM) with proxy voting available.

A5. AMENDMENT OF THIS ADDENDUM

- A5.1 This Addendum can only be changed with the agreement of the following three bodies.
- BirdLife Australia Board
  - BirdLife Western Australia Executive Committee
  - a special resolution at a BWA Annual General Meeting or Special General Meeting.