

Constitution of Critter Cave Rescue Incorporated Association

Adopted in accordance with the Australian Charities and Not-for-profits Commission and Queensland legislation

Preamble

Critter Cave Rescue is established as a not-for-profit organisation in Beenleigh, Queensland. Our guiding principles are compassion, responsibility, inclusivity, and transparency. We are dedicated to the rescue, care, rehabilitation, and education regarding guinea pigs, rats, mice, birds, and wildlife in Brisbane, Logan, and the Gold Coast.

Mission Statement

Our mission is to provide safe haven, expert care, and second chances for small mammals, birds, and wildlife in need. We strive to promote animal welfare, responsible pet ownership, and community awareness through education and accessible services.

Objectives

- Rescue and rehabilitate guinea pigs, rats, mice, birds, and wildlife from Brisbane, Logan, and Gold Coast regions.
- Oppose animal cruelty.
- Provide veterinary care for animals in need.
- Collaborate with government authorities for animal custody and care.
- Provide affordable boarding and care services for exotic pets.
- Deliver educational programs on animal care, welfare, and behaviour.
- Offer training courses on animal behaviour and handling for the community.
- Raise public awareness about responsible pet ownership and wildlife conservation.
- Operate with transparency, inclusivity, and respect for all stakeholders.

1. Name and Purpose

1.1 The name of the association shall be The Critter Cave Rescue Incorporated (hereafter referred to as "the Association").

1.2 The Association is established as a charity for the principal purpose of promoting the welfare, protection, and rescue of small animals in Queensland.

1.3 The Association is committed to advancing animal welfare through education, advocacy, rescue operations, and collaboration with schools, community groups, and professionals.

1.4 The Association shall operate exclusively for charitable purposes in compliance with the Australian Charities and Not-for-profits Commission (ACNC) and relevant Queensland laws.

2. Membership

2.1 Membership is open to individuals who support the objectives of the Association and meet eligibility criteria as determined by the Committee.

2.2 Members have the right to attend meetings, vote, and participate in activities of the Association.

2.3 Members are expected to comply with the constitution and uphold the Association's values.

2.4 Membership may be terminated for conduct detrimental to the Association, subject to a resolution of the Committee and the right of appeal at a general meeting.

3. Governance

3.1 The Association shall be governed by a Committee comprised of at least three office bearers: President, Secretary, and Treasurer, and may include additional members as required.

3.2 The Committee shall be elected annually by members at the Annual General Meeting (AGM).

3.3 A member may nominate for a Committee position in writing prior to the AGM.

3.4 The Committee is responsible for the general management of the Association, ensuring compliance with the ACNC and Queensland regulations.

3.5 Committee meetings shall be held at least quarterly, with minutes recorded and made available to members.

4. Finance and Assets

4.1 All funds and assets of the Association shall be managed by the Treasurer, who will report on financial matters at each Committee meeting.

4.2 Fundraising activities must comply with the Association's mission and all applicable legal requirements.

4.3 Assets shall be used solely for the benefit of the Association and its objectives.

4.4 Annual financial statements shall be prepared and presented at the AGM for transparency and accountability.

5. Meetings

5.1 The AGM shall be held annually, with notice provided to all members at least twenty-one (21) days in advance.

5.2 General meetings may be convened by the Committee or upon written request of at least five members.

5.3 A quorum for meetings shall be constituted by one-third of the membership or three members, whichever is greater.

5.4 Decisions at meetings shall be determined by a majority vote of members present, unless otherwise stated in this constitution.

6. Amendments

6.1 Proposals to amend this constitution must be submitted in writing to the Secretary.

6.2 Amendments require approval by a two-thirds majority vote at a general meeting, with at least fourteen (14) days' notice given to all members.

7. Dissolution

7.1 In the event that Critter Cave Rescue ceases operations, all assets and funds shall be distributed to a recognised animal welfare organisation, as determined by a majority vote of remaining members.

7.2 Dissolution requires a two-thirds majority vote at a special general meeting convened for that purpose.

8. Compliance and Dispute Resolution

8.1 The Association shall comply with all requirements of the ACNC and Queensland Incorporated Associations Act, including maintaining proper records, reporting, and governance practices.

8.2 Any disputes arising under this constitution shall be resolved by mediation, facilitated by an independent third party appointed by the Committee, with the outcome reported to members.

8.3 Where mediation fails, disputes may be referred to the appropriate Queensland regulatory authority for determination.

9. Conflict of Interest

9.1 Any member of the Committee or Association who has a direct or indirect personal or financial interest in any matter being considered by the Committee must declare the nature of that interest as soon as practicable after becoming aware of it.

9.2 A member who has declared a conflict of interest must not be present during any discussion of the matter or participate in any decision relating to it unless the Committee determines otherwise.

9.3 All declarations of conflict of interest and the actions taken in response must be recorded in the minutes of the relevant meeting.

10. Safeguarding Vulnerable People

10.1 The organisation and its Responsible People assess the suitability of anyone working with vulnerable people to ensure only qualified individuals are appointed.

10.2 The organisation meets all legal and reporting requirements for safeguarding vulnerable people, keeping up-to-date with relevant legislation and fulfilling obligations promptly and accurately.

10.3 The organisation also takes proactive steps beyond compliance by supervising those acting on its behalf and fostering a culture of safety and vigilance in all activities involving vulnerable groups.

11. Responsible Management of Financial Affairs

11.1 The organisation ensures its Responsible People manage finances transparently and in line with policies, using resources effectively.

11.2 Responsible People must maintain accurate records, act with integrity, and follow regular reporting and internal controls to safeguard assets and prevent fund misuse.

11.3 Anyone with a personal or financial interest in a matter must promptly declare it, refrain from discussions or decisions unless permitted by the Committee, and have all declarations recorded in meeting minutes.

12. Accountability to Members and Raising Concerns

12.1 The organisation ensures accountability by operating transparently and keeping members informed through regular updates and access to information.

12.2 Members can raise concerns through accessible channels, which are addressed promptly and fairly according to established procedures.

13. Deductible Goods Recipient Revocation

13.1 The organisation is dedicated to maintaining its Deductible Goods Recipient status and will comply with all related obligations. If the status is revoked, Responsible People will take necessary actions in line with legal requirements, including asset management and reporting.

13.2 Members will be promptly informed of any changes, and all actions taken during revocation will be documented and shared for transparency and accountability.