

CAWS POLICY 1 – USE OF CAWS FUNDS



COUNCIL OF AUSTRALASIAN WEED SOCIETIES (INC)

POLICY ON THE USE OF CAWS FUNDS

(Revision approved 23 August 2007)

1. The primary source of funds for CAWS is the 50% profit share derived from the biennial Australian Weeds Conference, hosted in rotation by a member Society. CAWS also receives annual dues from each member Society, in proportion to their number of individual members.
2. CAWS funds are kept in a bank account, which has the Secretary/Treasurer, President and Vice-President as signatories. Payments can be made by electronic funds transfer or cheque.
3. The following routine costs of CAWS for running the Council are approved for expenditure without the prior consent of the Executive, but must be itemised in the Secretary/Treasurer's report at the following CAWS meeting.
 - 3.1. Banking and office administration expenses, including stationery supplies, postage and telephone/information technology operating costs (excluding purchase of capital items).
 - 3.2. Meetings of the Executive, including quarterly teleconferences and the face-to-face meeting at the biennial Australian Weeds Conference (which is generally held in the evening with an accompanying meal).
 - 3.3. Annual financial auditing and reporting, including any other obligations arising from being an incorporated body.
 - 3.4. Preparation of CAWS medals and other awards as agreed to by the Executive.
 - 3.5. An annual honorarium to the Secretary/Treasurer, as agreed to in *CAWS POLICY 4 – HONORARIUM FOR CAWS SECRETARY/TREASURER*.

4. Funding of the Australasian Weeds Conference

As the primary objective, an amount of CAWS funds as determined by the CAWS Executive should be made available (as an interest free loan) to the Society hosting the Australasian Weeds Conference. The conference will be hosted and managed in accordance with *CAWS POLICY 2 – HOSTING OF THE AUSTRALIAN WEEDS CONFERENCE*.

5. Having met the primary objective, CAWS will consider providing financial support for the following purposes.

- 5.1. Supporting of other international and national conferences, congresses, workshops, seminars, etc. on weeds and weed issues of national significance

Funds will be normally be provided as an interest-free loan to allow planning activities to proceed and CAWS would normally expect to be reimbursed for the full amount of the loan. This reimbursement will occur within 3 months of the financial matters of the event being finalised or within 6 months of the conclusion of the event, whichever occurs sooner.

- 5.2. Sponsoring of visits to and/or within Australia and/or New Zealand by weed experts, either individually or through member Societies.

CAWS will provide funds to assist overseas experts in weed management to visit or attend conferences and meetings in Australia/New Zealand. Also, where an expert is already in part of Australia/New Zealand and a member Society would like to use that person's expertise for a meeting or seminar in another part of Australia/New Zealand, funds may be provided for travel and expenses to allow the expert to visit that area.

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- 5.3. Promoting the awareness of weed management, weeds and weed issues of national and international significance.

This would include but not be limited to:

- 5.3.1. Contributing to national and international awareness-raising initiatives
- 5.3.2. Providing comment on issues concerning weeds which are national in scope, magnitude or significance
- 5.3.3. Assisting Executive or nominated members of CAWS with expenses for such activities

- 5.4. Sponsoring of specific projects (except research and management) on weeds and weed issues with a national significance.

An example of such a project is assistance with the preparation and production of publications on weeds. Any member Society of CAWS can submit a proposal of national significance for funding.

- 5.5. Supporting the development, growth and interactions of member Societies by providing grants.

This would include but not be limited to:

- 5.5.1. Assisting the formation of new Weed Societies within Australasia.
- 5.5.2. Assisting the development of member Societies so that they become financially viable and self-sustaining, through sponsorship of events aimed at significantly increasing their membership.
- 5.5.3. Providing funds for individuals in member societies to travel as invited speakers to annual conferences, workshops, seminars etc. of other member societies.

- 5.6. Supporting the education and development of weed management skills in individuals.

This would include but not be limited to:

- 5.6.1. An annual Student Travel Award and an annual Early Career Weed Scientist Travel Award supporting national and international travel to attend conferences, workshops, etc. and visit leading weed managers.

6. All proposals for the use of CAWS funds must be submitted to, and be approved by, a properly constituted meeting of CAWS with a two-third majority generally, and a unanimous vote in the case of clauses 5.3 and 5.4.

- 6.1. Proposals for the use of CAWS funds (sections 4 and 5 above) must be received at least one month prior to a CAWS Executive Committee meeting.
- 6.2. Decisions by the CAWS Executive on the use of CAWS funds shall include consideration of how a proposal addresses elements of the CAWS Strategic Plan and the proposal's effects on a two year CAWS budget projection.

7. It is a condition of receiving a grant or financial assistance from CAWS that a report of events relating to the use of the funds is provided by the recipient member or Society concerned within six months of the use of funds.