

MEAA WA Journalists' Benevolent Fund

By-laws

1. Type of fund

The organisation is a non-registered Western Australian-based benevolent fund.

2. Name

The name of the organisation is the "WA Media Section Committee Benevolent Fund" (The Fund).

3. Objects of the Fund

- a. The Fund's main purpose is to provide benefits for financial members of the Western Australian MEAA Branch whose primary union membership is with the Media Section of the MEAA and/or their dependants who are in circumstances of extreme financial distress;
- b. To raise money, whether by subscription, levy, donation or otherwise;
- c. To apply the fund's assets and income solely for the furtherance of the fund's objects; and
- d. To review the operations of the fund and recommend any changes where necessary to the WA Branch Council and the MEAA Board.

4. Trustees

The Fund shall be administered on behalf of the Western Australian MEAA Branch by **four** (4) trustees to be determined, where applicable, no later than six months after the declaration of the relevant biennial MEAA elections:

- a. The Branch President of the Media Section of the Western Australian branch, who shall be Chairperson of the Fund;
- b. Two WA Media Section Committee members to be nominated from the floor; and
- c. The full-time employed WA Regional Director of MEAA.

5. Trustee Duties

Each of the trustees has a duty, in exercising functions as a trustee, to act in the interest of the Fund, including the duties too:

- a. Seek, in good faith, to ensure that the Fund acts in a manner which is in accordance with its objectives;
- b. Act with care and diligence, including ensuring the right to strict confidentiality of any member who seeks assistance;

- c. Disclose any potential conflicts of interest and where determined by all trustees, refrain from participating in any deliberation where the conflict is determined;
- d. Remove any trustee where there has been serious and/or persistent breaches of duty.

6. Trustee Misconduct

Any trustee found to have committed an offence under the registered rules of the MEAA shall not be eligible to act as a trustee of the Fund.

7. Liability of Trustees

The trustees of the Fund have no liability to pay any sums to help meet the debts (or other liabilities) of the Fund if it is wound up; accordingly, if the Fund is unable to meet its debts, the trustees will not be held responsible.

8. Operation of the Trustees

- a. The Trustees shall cause an account(s) to be operated with a banking institution in the state of Western Australia.
- b. The signatures of two out of the four trustees of the Fund shall be required in relation to all operations (other than the lodging of funds) on the accounts held by the Fund. For the avoidance of doubt, this includes where the Fund uses electronic facilities for the operation of any account.
- c. The Trustees may disburse funds in an emergency without consulting the remaining members of the WA Media Section Committee, but where possible will consult with other members.
- d. All WA Media Section Committee members must vote on any disbursement of non-emergency funds.
- e. The Trustees will report the activities and status of the Fund at all WA Media Section meetings.

9. Benefits

- a. The amount of funds to be dispersed shall not exceed \$2000 per individual request.
- b. Any loan or support provided shall be interest-free.
- c. The Fund may contribute, without application, up to \$1000 to the funeral expenses of a deceased member.
- d. Before funds can be distributed, an application form; which includes an agreed method of repayment; must be signed and returned by the member to the WA Regional Director.

10. Wind-up

In the event of the Fund being wound up, any surplus assets remaining after the payment of the Fund's liabilities shall be transferred to a similar fund with similar purposes, and such alternate fund shall not be carried out for the purposes of profit or gain to its individual members.

11. Alteration to By-laws

These by-laws may only be altered by a majority vote of the WA Media Section Committee, save that no alterations shall come into effect without the approval of the MEAA Board.