

OXFAM AUSTRALIA

GROUPS CHARTER 2010

1. INTRODUCTION

The Groups in Oxfam Australia play an important role in the life of the organisation, and this Charter provides a framework for that engagement. Groups can play a range of roles, from community engagement and awareness raising, to advocacy and fundraising. For example, many local Groups hold events that raise funds for Oxfam's work, and have the added role of building an Oxfam local community. Groups are also involved in raising awareness in their local communities on the issues of poverty and injustice around the world, in supporting Oxfam advocacy campaigns and Youth Program, and lobbying local politicians.

Groups are separate from the company Oxfam Australia and so cannot enter into contracts in their own name. Groups report to the State committee. The Community Reference Committee (CRC) (a Committee of the Oxfam Board) has responsibility for the primary engagement between the Board, State Committees and Groups. This Charter provides some guidance on the role and responsibilities of Groups, and should be read in conjunction with the State Committees Charter. This Charter provides some guidance and the basic rules for setting up and running an Oxfam Australia Group

2. NAME

The Name of the Group shall be the OxfamHQ, University of Queensland Oxfam Australia Group which is referred to in this document as "The Group".

3. AIMS

- 2.1 To raise awareness among people living in Australia about the nature and causes of social injustice and poverty in the world, and the purpose of development.
- 2.2 To initiate action in Australia to improve the condition of those communities in poverty and suffering oppression throughout the world.
- 2.3 To raise funds to assist Oxfam projects.

4. MEMBERSHIP

- 4.1 The membership of the Group shall open to all who wish to be Oxfam supporters. Staff of Oxfam Australia are permitted to be members of the Group, but may not be elected as office bearers.
- 4.2 At the formation of a Group, at the groups Annual General Meeting and when a new member joins, members are asked to sign the Group's Charter and the details will be given to the State Committee and the Community Engagement Manager following the Group's Annual General Meeting.
- 4.3 Group members who are signatories to the Charter are entitled to apply for Ordinary membership of Oxfam Australia by completing the necessary application form.

5. RIGHTS AND RESPONSIBILITIES

- 5.1 The Group shall have the right to have a representative on the State Committee.
- 5.2 The Group undertakes any activities for fund-raising, campaigning and awareness raising in an ethical manner according to Oxfam Guidelines.
- 5.3 Any Public statements must be consistent with Oxfam Policy .

6. OFFICE BEARERS

- 6.1 The members of the Group shall elect at least two office bearers including a Secretary (and if the group intends to have a Bank Account a Treasurer). Officers are elected for a one year period and are eligible for re-election.

7. FINANCIAL MANAGEMENT

- 7.1 The Group shall promptly transfer funds raised in the name of Oxfam, to Oxfam Australia.
- 7.2 The Group's financial year shall be July 1st to June 30th.
- 7.3 The Group shall provide a copy of its accounts to the relevant State Committee and to the Director of Finance of Oxfam Australia by September 30th each year. Oxfam Australia may audit the Group's accounts at its discretion.
- 7.4 The Group's Treasurer will ensure that the Group's books are kept in satisfactory and transparent manner, and advise members of the Group's financial position at each meeting of the Group.

8. MEETINGS

- 8.1 At its initial meeting, the Group shall adopt the Charter and elect Office Bearers.
- 8.2 The Group shall hold a general meeting each year at which the accounts shall be approved, membership list confirmed, and Office Bearers elected.
- 8.3 The Group shall meet regularly to implement current activities and plan future actions.

9. DISSOLUTION

- 9.1 The Group may be dissolved by:
 - A two thirds majority vote of the members present taken at a Group meeting. The result of the meeting and the reasons for the dissolution shall be sent to the State Committee and Oxfam Australia through the CRC.
 - The Group being given notice by the State Committee or the CRC. This may only occur when it is considered by the State Committee or the Board through the CRC that the activities of the Group are detrimental to the work of Oxfam Australia, its reputation or financial liability; and the Group is not abiding by its Charter. The Group shall have the right of appeal against this decision to the Board of Oxfam Australia.
 - Upon dissolution of the Group, all outstanding debts, assets and liabilities shall be transferred to Oxfam Australia.

10. AMENDMENTS

10.1 Any amendments to this Charter shall have the written approval of the State Committee and CRC, and be ratified at the next meeting of the CRC and reported to the Board of Oxfam Australia.

11. ADOPTION

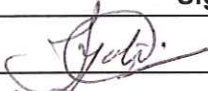
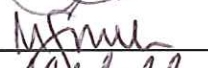

11.1 This Charter shall be signed by two Office Bearers.

11.2 All Group members must also sign the Group member listing attached to the Charter upon formation of the Group, or when they join the Group.

11.3 Once the Charter has been signed, a copy must be sent to the State Committee and the Community Engagement manager of Oxfam Australia for their records.

OXFAM AUSTRALIA GROUP CHARTER

The undersigned members of the OxfamUK-University of Queensland Oxfam Australia Group agree to adhere to the objectives, and rules of Oxfam Australia as set out in the Constitution and any subsequent Oxfam Policies.

Name	Signature
Tyah Jude Menon	 12/09/1982
Madelaine Smith	 10/2/1989
Jessie Wells	 29/05/1979

0401852849
0415082664
0430389397

Signed for the Group:

Signature: *[Signature]* Position: Co-ordinator

Signature: *[Signature]* Position: Assistant to Co-ordinator

Signed for the Queensland **State Committee**

Signature: *[Signature]* Chair: Jessie Wells