

THE CONSTITUTION

PEOPLE'S TRUST VICTORIA

PRELIMINARY

This Constitution is to establish and set the rules of operation of the People's Trust Victoria

1. NAME

The name of the Entity is the "People's Trust Victoria"

2. PURPOSE

The purpose of the Trust is to determine where funds should properly be paid.

3. DEFINITIONS

- a) **The Trust.** This means the People's Trust Victoria
- b) **Member.** This refers to anyone who wants to be a member of the Trust and who meets the requirements as determined by the Committee.
- c) **Recipient** This refers to anyone who provides a cheque to be held by the Trust.
- d) **Donor.** This refers to anyone who provides a donation to the Trust to assist with the ongoing expenses of the Trust.
- e) **Committee** This refers to the members of the trust appointed to oversee the operations of the Trust on an ongoing basis.
- f) **Departments** This refers to the three areas of operation of the Trust, being Administration, Treasury and Litigation.

4. POWERS OF TRUST

- a) Subject to any valid and legal Act of the Commonwealth of Australia the trust has power to do all things incidental or conducive to achieve its purpose.
- b) Without limiting sub rule 4(a), the trust may:
 - i. Have the authority to communicate with people and entities
 - ii. Hold cheques in payment of outstanding invoices
 - iii. Provide an alternative of payment for a range of invoices and notices given to the residents of the State of Victoria in the

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Commonwealth of Australia by Corporations or Bodies alleging to be creditors

- iv. Receive cheques from recipients and hold these in safekeeping
- v. Members and donors may provide funds to the Trust in the form of membership donations. These funds are to be used for the expenses in running the Trust.

5. MEMBERSHIP

- a) An individual or a Director of an incorporated legal entity can become a member by completing an application.
- b) Application for Membership

To become a member of the trust people must provide:

- i. A copy of invoice(s) to be receipted
 - ii. A valid cheque for the amount stated on the invoice
 - iii. Current details, including but not limited to, their contact phone number, email and address.
 - iv. Identification in the form of a Drivers Licence or Passport.
 - v. Payment of donation for Administration as requested by the Committee.
- c) The rights of members are not transferable.
 - d) Ceasing Membership. Membership shall cease upon the invoice and cheque being collected or returned to the member (at the members cost).
 - e) The Trust must maintain a register of members.

6. COMMITTEE

- a) The Committee must consist of no less than 3 people and must always comprise of an odd number of people. Other people may be invited by the Committee to either be on the Committee or in an advisory capacity.

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- b) Each member of the Committee will have equal voting rights.
- c) The committee must nominate and appoint a person to take on the role of, Administration, Litigation and Treasury.

ROLES AND RESPONSIBILITIES

7. ADMINISTRATION

- a) This Department is to provide correspondence to Recipients, Members and Donors as well as keep Minutes of the Committee and any Annual Meeting as agreed to by the Committee.
- b) Administration will direct Treasury and Litigation Departments.

8. LITIGATION

The Litigation is responsible for:

- a) Notifying relevant parties/entities that funds have been received in payment of invoices
- b) This Department will also be responsible for handling any litigation or legal matters raised, by the holding of funds or claims made by any Lawful Entities or Bodies that cheques are held in relation to.

9. TREASURY

- a). The Treasury is responsible for:
 - i. Recording invoices and cheques received
 - ii. Providing receipts and Disclosures
 - iii. Keeping adequate records of Membership
 - iv. Keeping adequate records of funds received
 - v. Securely holding cheques on behalf of Members
 - vi. Reporting to Administration and Legal as required
 - vii. Collecting Member Donations

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10. CHANGES TO THE CONSTITUTION

- a). The Constitution of the Trust can be amended by a majority vote of the Committee.
- b). Any amendment to the Constitution of the Trust must be documented by way of a written resolution.

11. WINDING UP OF THE TRUST

The committee will determine the winding up procedures of the Trust, should this be deemed necessary.