



Local Government
Community Development & Services
Association of Australia Inc.

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CONSTITUTION

Updated February 2006

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**Local Government Community Development and Services Association of
Australia**
***Incorporated under the Associations Incorporation Act 1985
South Australia***

1. Name of Association

The name of the organisation shall be Local Government Community Development and Services Association of Australia Inc. hereinafter referred to as the "Association".

2. Aims and Objects

The aims and objects of the Association shall be:

- 2.1 To act as a federated association in the conduct of its affairs.
- 2.2 To provide an opportunity for mutual professional support the exchange of ideas, and the maintenance of a national network of state and territory community development/service associations.
- 2.3 To take initiatives on a national perspective in developing and promoting –social and cultural planning and policies and community development and community services in local government.
- 2.4 To support and facilitate research and development in community development and community services.
- 2.5 To award the Jenny Slade Scholarship biennially, in accordance with the objects of the Jenny Slade Trust, for a project or study tour in community development and community services.
- 2.6 To consult with state and territory associations and to identify/respond to community development/services issues of national concern.
- 2.7 To liaise with the Commonwealth Government and its departments on matters of national significance and when appropriate on the advice of affiliated state bodies.
- 2.8 To liaise with peak national local government associations, community and cultural associations and voluntary and social service associations.
- 2.9 To encourage and facilitate professional development and training in the field of community development/services.

2.10 To do all such other lawful things as are incidental or conducive to the attainment of the above aims.

3. General

Membership

3.1 Membership will be open to one representative from a state or territory association representing local government community development/services or a state representative who is a member of a local government management association where there is no local government community services association in the state or territory.

If the representative is a member of a local government management association, they must be involved in the social and community services field.

3.2 In the instance that there is more than one nomination for membership from a particular state or territory, the preference shall be given to the community services association over the management association.

3.3 One member appointed by each state and territory association or local government management association shall represent that state and shall be entitled to vote at all meetings of the Association. Each state and territory may nominate one proxy.

4. Financial Year

The financial year of the Association shall conclude on 31 December. Fees to be paid by the State/Territory Associations shall be determined at each biennial meeting.

5. Biennial General Meeting

A biennial general meeting will be held in conjunction with the national local government community development conference. Annual financial statements will be presented either to the national committee or biennial general meeting as appropriate.

6. Special General Meetings

Any two member associations may at any time require of the Association National Committee to convene a special general meeting at the earliest possible date, and the decision(s) of that special general meeting will be final and binding. Any request for a special general meeting should be conveyed in writing to the secretary.

7. Responsibilities of the State and Territory Associations

- 7.1 To participate in the affairs of the Association and to support the actions and policies of the Association.
- 7.2 The National Committee may grant to each state/territory association authority, subject to the rules and objects of this Constitution, to carry out any of the functions of the Association, except for the following:-
 - 7.2.1 Alteration of the Constitution of the Association
 - 7.2.2 Election of office bearers
 - 7.2.3 Setting of membership fees
 - 7.2.4 Entering into any contract, lease, licence, agreement binding or purporting to bind the Association as a whole.
 - 7.2.5 Convening special or biennial general meetings of the Association as a whole.

8. National Committee

- 8.1 The management of the Association shall be vested in a national committee, which shall be constituted of a president and a nominated person from each state/territory association.
- 8.2 Nominations for the national committee, other than the position of president, shall be on the basis of one nomination per state and territory association. The national secretary shall call for such nominations to be made in writing one (1) clear month prior to the biennial general meeting.
- 8.3 Nominations for the position of president of the Association shall be called by the secretary of the Association through the state and territory associations.

Any financial member of the state and territory associations and who is employed in community development/services within a state or territory local government council is eligible to nominate through his/her state or territory association.

The state and territory associations shall forward the names for election at the biennial meeting.

The position shall be declared on a ballot procedure and a simple majority of the votes of the state and territory associations.

- 8.4 The positions of president, vice president, secretary and treasurer of the Association shall be elected at the biennial general meeting for a term of two (2) years with the right to re-election.
- 8.5 Any casual vacancy of the position of president shall be filled by the calling of nominations by the national committee from each state and territory.

- 8.6 Nominations received by the national committee within the period indicated in 8.2 shall be publicly displayed at the biennial conference before the date upon which it is proposed to hold the biennial general meeting.
- 8.7 The national committee is empowered to take such action as is necessary to achieve the objects of the Association, including the power to appoint sub-committees from time to time, and as per 7.2.
- (a) The national committee shall meet as a separate body as and when necessary.
 - (b) Shall be responsible to the state and territory associations for the management of the Association.
 - (c) Shall ensure that minutes are kept of all its meetings.
 - (d) Shall report to state and territory associations on its activities at ordinary meetings.
 - (e) Shall be responsible for the preparation of the business agenda and program for meetings.
 - (f) Shall appoint a returning officer for the biennial elections at least one month prior to the biennial general meeting.
 - (g) The committee may at its discretion call an extraordinary meeting to discuss any matter.
 - (h) Twenty-one days notice of general and extraordinary meetings will be given prior to the date of the meeting by notifying state representatives on the executive and notice to respective state associations.
 - (i) The national committee has the management and control of the funds and other property of the association.
- 8.8 Quorum for the committee shall be four.

9. Proceedings at General Meetings

- (a) The president shall preside as chairperson at every general meeting of the Association but if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to be chairperson of the meeting, a simple majority sufficing.
- (b) The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place.

- (c) At any general meeting a resolution put to the vote of a meeting shall be decided on a show of hands unless a poll (before or on the declaration of the result of the show of hands), is demanded by the chairperson or by at least three members present. Unless a poll is so demanded a declaration by the chairperson that a resolution has on a show of hands been carried or carried unanimously, or by a particular majority, or lost, and an entry to that effect in the book containing the minutes of the proceedings of the Association shall each be conclusive evidence of the fact without resolution. The demand for a poll may be withdrawn.
- (d) If a poll is duly demanded it shall be taken in such manner and either at once or after an interval or adjournment or otherwise as the chairperson directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded but a poll demanded on the election of a chairperson or on a question of adjournment shall be taken forthwith.
- (e) Each member present and voting at a general meeting of the Association shall have one vote
- (f) In the case of an equality of votes, whether on a show of hands or on a poll, the chairperson of the meeting at which the show of hands takes place or at which a poll is demanded shall be entitled to a casting vote.
- (g) A postal vote may be exercised where the committee has resolved by resolution, and given notice in writing to the state association two months (2) prior to the date set by the committee for receipt of the postal returns.

10. **Funds**

- (a) All moneys received by the Association shall be deposited intact at the earliest possible date to the credit of the Association's bank account. Receipts for moneys received shall also be issued promptly.
- (b) The income and property of the Association shall be applied solely towards the promotion of the objects of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise, howsoever by way of profit to members or relatives of members of the Association, provided that nothing herein shall prevent the payment in good faith of remuneration to any officer or servant of the Association or to any member of the Association for any service actually rendered to the Association or reasonable and proper rental for premises let by any member to the Association.

11. Powers of the Association

- (a) For the purposes of carrying out the Association's objectives, the Association will open and operate authorised deposit accounts with a deposit-taking institution, and
- (b) Invest its moneys
 - (i) in any security in which trust moneys may, by Act of Parliament, be invested; or
 - (ii) in any other manner authorised by the rules of the Association
- (c) Borrow money upon such terms and conditions as the Association thinks fit.
- (d) Give such security for the discharge of liabilities incurred by the Association as the Association thinks fit.
- (e) Appoint agents to transact any business of the Association on its behalf.
- (f) Enter into any other contract it considers necessary or desirable.

12. Dissolution

- (a) The Association can resolve to wind up by a special resolution of a duly convened general meeting of the Association
- (b) At least 21 days written notice will be given to all members specifying a special resolution to wind up the Association.
- (c) A special resolution must be passed by three-quarters of the members of the Association.
- (d) Upon a resolution being passed in accordance with paragraph (a) of this rule, all assets and funds of the Association on hand shall, after the payment of all expenses and liabilities be handed over to the state associations in equal part.

13. Amendment of Rules

These rules may be amended by a resolution passed by a two-thirds majority of members present at any annual general meeting at which notice of the proposed amendment shall have been given or at a special general meeting convened for such purpose.

14. Administrative and/or Project Officer

- 14.1 Shall be appointed by the national committee following approval in principle of such appointment at a conference/general meeting.
- 14.2 Shall be responsible to the national committee through the nominated committee member.
- 14.3 Shall carry out such tasks as directed by the national committee within the terms of his/her appointment.
- 14.4 No national committee member shall hold office as an administrative and/or project officer whilst being a member of the committee.