



SALGOA
(S&H BRANCH INC.)

SOUTH AUSTRALIAN LOCAL GOVERNMENT OFFICERS' ASSOCIATION

SOUTHERN AND HILLS BRANCH INCORPORATED

CONSTITUTION AND BY-LAWS

1. PREAMBLE

- 1.1. The name of the Branch shall be the South Australian Local Government Officers' Association Southern and Hills Branch Incorporated ("the Branch").
- 1.2. The Branch agrees to be bound by the Constitution and Rules of the said South Australian Local Government Supervisory Officers' Association Inc. ("the Association").

2. OBJECTS OF THE BRANCH

- 2.1. The Objects of the Branch shall be:
 - 2.1.1. To provide a central organisation of Officers associated with Local Government and related associated organisations and to promote cooperation, mutual assistance and good fellowship between them and throughout Local Government.
 - 2.1.2. To arrange, convene and hold such conferences and regional meetings as may be considered necessary by the Association or its Executive Committee from time to time for discussing subjects relating to Local Government including the following:
 - Design;
 - Construction;
 - Management; and
 - Other relevant issues/matters.
 - 2.1.3. To print and distribute from time to time, to its Members, papers especially prepared for the Branch and any records, extracts and abstracts relating to the Branch.
 - 2.1.4. Generally to do all things necessary to promote and protect the interest and welfare of its Members and to assist them in the discharge of their functions and duties and to do all such other things as are incidental there to or the Branch may think conducive to the above objects or any of them.
 - 2.1.5. The Branch is not a Union or Industrial Association as within the meaning of the Fair Work Act 1994.



3. MEMBERSHIP

3.1. Those people eligible for membership shall be as follows:

3.2. Those Officers of Local Government who carry out various duties pertaining to conducting research into improvements to the processes used in public works and services to enhance such works.

3.3. Those Officers now retired from Local Government if they so desire.

3.4. Application must be made on the appropriate printed form accompanied by the fees fixed from time to time by the Annual General Meeting. Such applications will be firstly dealt with by the Branch Executive Committee to determine eligibility.

3.5. Industry Partnership

Organisations or business houses or those persons whose interests are connected with the work of the Branch may be admitted at the discretion of the Branch Executive Committee as Industry Partnership Members of the Branch. This will entitle the prospective organisation or business to the following:

- One promotional presentation at a quarterly meeting per annum;
- Be recognised as an “Industry Partner” at quarterly meetings;
- Have their logo displayed as an “Industry Partner” on our publications, website and banner;
- Four Associate Memberships included.

3.6. One off Sponsorship

Public authorities and organisations, business houses or those persons whose interests are connected with the work of the Branch may be admitted at the discretion of the Branch Executive Committee as Associate Members of the Branch. One off sponsors’ are entitled to bring three (3) guests to a meeting and undertake a fifteen (15) minute presentation at a quarterly General Meeting which includes lunch, afternoon tea, dinner and drinks.

3.7. Associate Membership

Public authorities and organisations, business houses or those persons whose interests are connected with the work of the Branch may be admitted at the discretion of the Branch Executive Committee as Associate Members of the Branch. Such Associate Members may appoint a representative who shall be entitled to attend meetings of the Branch and take part in the proceedings.

3.8. Affiliated Membership

Those South Australian Groups of Officers who convene and meet from time to time on a Regional or Area basis, and who make application for Affiliate Status may be granted Affiliate Membership by the Branch Executive Committee. Memberships shall be either individual or unlimited representatives per Council.

3.9. Interstate and Intrastate Affiliation

Recommendations to affiliate with kindred Associations either interstate or within South Australia shall be referred to the Annual General Meeting adoption by Majority Vote.



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3.10. Right of Appeal

Any person or body whose application for membership has been rejected by the Branch Executive Committee shall be entitled to appeal in writing against the rejection thereof to the next General Meeting of the Branch, and shall be entitled to membership if a two-thirds majority of Members present at such Meeting by resolution uphold such appeal.

3.10.1. Life Membership

The Branch shall have power to confer Life membership on any Member who has rendered special services to the Branch. Nominations for life membership shall be on the recommendation of the Branch Executive Committee submitted to the Annual General Meeting of the Branch and shall be confirmed only by a three-fourths majority of voting members present. Only one life membership being conferred in any one year, such life members having power to vote at all meetings. Such life members shall pay Branch fees and levies as required from time to time until they retire from Local Government.

3.10.2. Honorary Life Membership

The Branch may also admit as an Honorary Life Member any present or past member who has retired from Local Government, who, in the opinion of the Branch Executive Committee, has rendered distinguished service to the Branch. Such nomination shall, on the recommendation of the Branch Executive Committee be submitted to the Annual General Meeting of the Branch and shall be confirmed only by a three fourths majority of voting members present, only one such Honorary Life membership being conferred in anyone year. Such Honorary Life member shall have all the rights and privileges of members without the payment of membership fees.

3.11. Honorary Membership

Honorary Membership may be conferred on any person who the Branch believes has rendered distinguished service to the Branch. Honorary members shall be entitled to attend all meetings of the Branch but shall not be eligible to hold office in the Branch or vote at any meeting of the Branch. Such Honorary members shall be exempt from payment of membership fees. Nominations for Honorary Membership shall be accepted at the discretion of the Branch Executive Committee.

3.12. Subscriptions

Annual Branch subscriptions shall be determined by the Annual General Meeting.

3.13. Levies

The Branch may raise funds by subscriptions or levies and/or any other means approved by the Branch Executive Committee which funds, together with any other monies received, shall be applied for any or all of the objects or purposes of the Branch.

4. MANAGEMENT OF THE BRANCH

4.1. Notwithstanding its affiliation with the Association, the Branch shall function as an autonomous body.



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- 4.2. Management of the Branch shall be vested in the Branch Executive Committee, which shall comprise of the following:
 - President;
 - Vice President;
 - Secretary;
 - Treasurer and or secretary/treasurer
 - Two or three other members from the Associate Membership Sector; and
 - Such a number of other Members as may be determined by the Annual General Meeting of the Branch.
- 4.3. Associate Members shall be eligible for election to the Branch Executive but shall not be eligible to hold an office or to represent the Branch at meetings of the State Executive of the Association.
- 4.4. Members of the Branch Executive Committee shall be elected at the Annual General Meeting for a period of two years with the Vice President succeeding the retiring President. The President and Secretary must retire in alternate years.
- 4.5. Unless by prior agreement of the members of the Branch Executive Committee, the names of members due to retire after the first year shall be determined by lot.
- 4.6. No President of the Branch shall serve more than two consecutive terms as President.

5. PROCEEDINGS OF THE BRANCH EXECUTIVE COMMITTEE

- 5.1. Meetings of the Branch Executive Committee shall be held at the call of the President at such times and at such places as the President sees fit.
- 5.2. Not less than fourteen (14) days' notice shall be given of all meetings of the Branch Executive Committee. If in the opinion of the President, a meeting of the Branch Executive Committee cannot be conveniently arranged, the President may obtain the opinion of members and may act or authorise any officer to act in accordance with the opinion of the majority so obtained.
- 5.3. The Branch Executive Committee may regulate and conduct its meetings as it sees fit.
- 5.4. The quorum necessary for the transaction of business shall be not less than one half of the members of the Branch Executive Committee then in office.
- 5.5. The Branch Executive Committee may establish other committees as seen fit in which these committees shall be referred to as Sub-Committees and may delegate powers and functions to these Sub-Committees. It may invite members who are not members of the Branch Executive Committee to be members of the Sub-Committees. A delegation of powers and functions by the Branch Executive Committee shall not derogate from powers of the Branch Executive Committee to act in any matter.



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5.6. If any member of a Branch Executive Committee or of a Committee appointed by a Branch Executive Committee, without leave of the Branch Executive Committee, is absent from three (3) consecutive meetings of the Branch Executive Committee or other Committee, the Branch Executive committee may by resolution, declare that member's office vacant.

5.7. Casual Vacancies

5.7.1. The Branch Executive Committee shall have the power to appoint any member to fill a casual vacancy which may occur on the Branch Executive Committee or on a Committee appointed by it.

5.7.2. Any person appointed to fill a casual vacancy shall hold office for the unexpired balance of the term of office of the person being replaced.

6. ANNUAL GENERAL MEETING

6.1. Annual General Meeting of the Branch shall be held not later than the thirty first (31st) day of August each year. The business of the Annual General Meeting shall be as follows:

6.1.1. The consideration of the reports and statements of audited accounts to be prepared by the Branch Executive Committee.

6.1.2. The election of members of the Branch Executive Committee as hereinafter provided.

6.1.3. Any other business or matter which, in the opinion of the President or the meeting, is calculated to assist or promote the objects of the Branch or of the Association.

6.2. Visitors may be admitted to the Annual General meeting at the discretion of the President or Chairman of the meeting but shall not be permitted to enter into or take part in any discussions or deliberations unless invited to do so by the President or Chairperson. Visitors shall not be permitted to vote on any matter.

6.3. At least thirty (30) days' notice of the Annual General Meeting shall be given to all members of the Branch. Such notice of meeting shall state the nature of the business to be transacted thereat.

6.4. Voting at an Annual General Meeting, other than for the election of the Branch Executive Committee, shall be by show-of hands unless a three-fourths majority of those present and entitled to vote request a secret ballot.

7. ELECTION OF OFFICERS

7.1. All members shall be circularised not less than one calendar month prior to the Annual General Meeting seeking nominations to the positions vacant on the Branch Executive Committee.

7.2. The nomination form shall show the names of the retiring members and their intention whether or not to stand for re-election.



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- 7.3. Nominations must be returned to the Branch Secretary, seven (7) clear days before the Annual General Meeting.
- 7.4. In the event of insufficient nominations being received by the Branch Secretary the President or Chairperson shall call for nominations from the floor at the Annual General Meeting.
- 7.5. Each Associate Member or Associate Member Company will be entitled to vote for each fully paid membership regardless of the number of representatives attending the Annual General Meeting.
- 7.6. In the event that more than one nomination is received for any Branch Executive Committee position, a secret ballot shall be held and the President or Chairperson of the Annual General Meeting shall appoint two scrutineers to conduct such a ballot.
- 7.7. In the event that two or more persons are tied for any remaining vacancy or vacancies on the Branch Executive Committee, the election shall be decided by lot until all vacancies have been filled. In each case, the first drawn shall be declared elected.

8. GENERAL MEETINGS

- 8.1. General Meetings shall be held quarterly unless otherwise determined by the Branch Executive Committee.
- 8.2. Special General Meetings shall be held at the call of the President or upon request in writing signed by not less than five (5) members. Any such request must state the reason for calling the Special General Meeting.
- 8.3. The business of any General Meeting shall include discussion of the matters set out in the notice convening the meeting and may include consideration of any other business.
- 8.4. The business of any Special General Meeting shall be restricted to those matters specified in the notice convening the meeting.

9. FINANCE

- 9.1. The financial year of the Branch shall commence on the first (1st) day of July in every year and shall conclude on the thirtieth (30th) day of June of the next following year.
- 9.2. The Branch Executive Committee shall cause true accounts to be kept of all sums of money received and expended by it and of matters in respect of which such receipts and expenditures cause such accounts to be audited.
- 9.3. All monies received by the Branch shall be deposited as soon as practicable by the Treasurer in a current bank account opened in the name of the Branch at a bank approved by the Branch Executive



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Committee. All withdrawals from that current bank account as authorised by the Branch Executive Committee from time to time shall be by cheque or EFT signed by anyone of the signatories authorised by the Branch Executive Committee.

- 9.4. Signatories shall be at least two (2) of the following, President, Secretary, and/or Treasurer of the Branch.
- 9.5. Branch subscription rates shall be set by the members at the Annual General Meeting. The Branch Executive Committee, in making a recommendation to the Annual General Meeting, shall be mindful of the level of affiliation fees due and payable to the State Executive of the Association.
- 9.6. The Branch may raise funds from the other sources approved by the Branch Executive Committee. Funds so raised together with any other monies received shall be applied to any or all of the objectives of the Branch.

10. HONORARY AUDITOR

- 10.1. An honorary Auditor shall be appointed at the Annual General Meeting.

11. AMENDMENTS TO CONSTITUTION AND BY-LAWS

- 11.1. Amendments to the Constitution and By-Laws may only be effected by unanimous vote of those present and entitled to vote at the Annual General Meeting or by a majority vote at the Annual General Meeting or a Special General Meeting of the Branch provided that all members have been given at least fourteen (14) days prior notice of the proposed amendment(s).

12. DISSOLUTION

- 12.1. The Branch shall not be dissolved whilst it has six (6) financial members. In the event that membership fall below that number the remaining members may by resolution dissolve on a date to be fixed and a notice thereof shall be published in the press. Any funds and other property of the Branch shall be disposed of between such public institutions, benevolent societies or other organisations as the remaining members shall determine.

13. PUBLICITY

- 13.1. No member of the Association other than the President or Secretary shall purport to speak to the media on behalf of the Association or supply information to the media as to the policies or procedures of the Association.