

BY LAWS of CARERS ASSOCIATION OF SA INC

BY LAW 1 - MEMBERSHIP

1. CATEGORY OF MEMBERSHIPS

(A) Active Members

- (i) Carer or Past Carer
- (ii) Carer Organisations

(B) Associate Members

- (i) Interested persons
- (ii) Colleague organisations

(C) Registered Members

(D) Honorary & Life Members

2. DEFINITION AND ENTITLEMENTS

(A) Active Members -

(i) Carers and Past Carers

Those members who comply with Clause 4.1.2 of the Constitution.

(ii) Carer Organisations

Organisations and Groups eligible for membership in this category who comply with clause 4.1.3 shall have the following characteristics:

- a. have six or more members who are Carers;
- b. have as it's aim to support or inform Carers; and
- c. be an identifiable group which has met regularly over the previous twelve months prior to seeking membership of the Carers Association of SA Inc.

Active Members shall be entitled to vote at the Annual General Meeting or Special General Meeting, to receive a copy each of the SA Carer newsletter, the Annual Report, notice of forums and events, and such other documents as the Board of Directors may from time to time determine.

(B) Associate Members -

- (i) Those members who comply with Clause 4.2 of the Constitution.

- (ii) Associate Members are not entitled to vote or be nominated for elected positions on the Board.
- (iii) Members in this category who comply with Clauses 4.2.2 and 4.2.3 of the Constitution shall receive a copy of each issue of the SA Carer newsletter, the Annual Report, notice of forums and events, and such other documents as the Board of Directors may from time-to-time determine.

(C) Registered Members

- (i) Those members who comply with Clause 4.3 of the Constitution.
- (ii) Those individuals or groups who are Registered Members by virtue of their registration of name and address and other identifying information with the Association and who accept the objectives of the Association, will receive membership information once per year.
- (iii) Registered members are not entitled to vote or be nominated for elected positions on the Board.
- (iv) Registered members may become Active Members at any time by fulfilling requirement of clause 4.1.
- (v) Registered members may subscribe to the Association's newsletter by paying the subscribed amount.

(D) Honorary and Life Members

(i) Honorary Members

- a. Those members approved by the Board in terms of Clause 4.4 of the Constitution. Honorary members shall, for the period of honorary membership, receive a copy of each issue of the SA Carer newsletter, the Annual Report, newsletters, notice of forums and events, and such other documents as the Board of Directors may from time to time determine.
- b. Honorary members shall have membership fees waived for the period of Honorary membership.
- c. Honorary members shall not be entitled to vote

(ii) Honorary Life Members

- a. Those persons so elected in terms of Clause 4.4 of the Constitution.
- b. Honorary Life Members shall receive a copy of each issue of the SA Carer newsletter, the Annual Report, newsletters, notice of forums and events and such other

documents the Board of Directors may from time to time determine.

- c. Honorary Life Members shall have membership fees waived.
- d. Honorary Life Members shall not be entitled to vote.

3. PROCESS OF APPLICATION

3.1 Application for all categories of membership, except the category of Registered, require the applicant to:

- (i) apply in writing by completing the required application form.
- (ii) select the appropriate category of membership.
- (iii) pay the prescribed fee.
- (iv) be accepted as a member of the Board as defined by the Constitution.

3.2 **Registered Members** as defined by Clause 4.3 of the Constitution may be verbally offered and accept membership to this category by acceptance of objectives of the Association. Details of members accepted into this category will be placed on a register.

3.3 **Carer Organisations**

(a) Organisations and groups seeking membership in this category are required to:

- (i) lodge details of the group with the Carers Association of SA Inc.
- (ii) send a copy of the constitution of their organisation, if any, to be lodged at the office of the Carers Association of SA Inc.
- (iii) notify the Senior Employee of the Carers Association of SA Inc. within sixty days of any amendment to their constitution.
- (iv) lodge a copy of their Annual Report at the office of the Carers Association of SA Inc. following their Annual General Meeting each year.
- (v) sign a declaration of support for the principles and objectives of the Association
- (vi) notify the Senior Employee of the Carers Association of SA Inc. of the Organisations representative in accordance with Clause 4.1.4 of the Constitution.
- (vii) where the support group is not an incorporated body, lodge details including a signed statement outlining the purpose of the group, newsletters of the group, if any, to support their application.

3.4 The Board has the right to refuse applications in all categories of membership.

BY LAW 2 - COMMITTEES

1. ESTABLISHMENT OF COMMITTEES

- (i) The Board shall establish Committees in accordance with the terms of the Constitution and such Committees shall either be Standing Committees to advise and assist the Board or ad hoc Committees appointed for a specific purpose. The Board may establish or disband such committees in accordance with its requirements.
- (ii) The Board will provide written guidelines regarding the membership and functions of the committees.
- (iii) All committees will have a Chairperson nominated by the Board.
- (iv) Members appointed to each subcommittee shall be decided by the Board.

2. FUNCTIONS OF THE COMMITTEES

- (i) Each committee shall consider, investigate and report on all matters referred to it by the Board.
- (ii) A majority of the total membership of any committee will constitute a quorum.
- (iii) A majority of the members of a committee present and voting shall be required for the adoption of a resolution.
- (iv) Items of business not listed on the agenda for a meeting shall only be considered with the approval of the majority of the members present at a meeting
- (v) Motions put to a meeting of the Committee shall only be required to be moved by one member and a seconder shall not be required.
- (vi) The Chair of the committee will have the responsibility of
 - (a) ensuring the keeping of accurate minutes of all meetings.
 - (b) reporting to the Board regularly as required by the Board.
- (vii) The President and Senior Employee shall be exofficio members of all subcommittees.
- (viii) No member of any committee may issue a public statement in the name of that committee or in the name of the Association unless authority has been granted by the Board, and the statements are clearly in accordance with the policies of the Association.

3. STANDING COMMITTEES

(A) Finance Committee

The Finance Subcommittee will meet at least ten times per year to consider the accounts of the Association. The Treasurer shall be the Chair of the Finance Committee.

(B) Membership Committee

- 1 The Board shall appoint a Membership Committee of at least three members. The Committee will meet at least once per year to consider all matters related to membership.
- 2 The Membership Committee may be required to:
 - (i) advise the Board in relation to any controversy related to the category of membership of any application by an individual or group.
 - (ii) consider details of groups or organisations in relation to their membership, names of their members, their aims and objectives and their constitution.
 - (iii) identify and collate names and addresses and other details of members of affiliated groups including details of their representative member.
 - (iv) provide an update of information on an annual basis including provision of details for the Annual Report.

(C) Constitution Committee

- 1 The Board shall appoint a Constitution Committee of at least three members which is to meet at least once per year.
- 2 The Constitution Committee will be required to:
 - (i) advise the Board on such amendments to the Constitution and bylaws of the Association as are considered necessary.
 - (ii) prepare all notices of motions in regard to such amendments.
 - (iii) draw the attention of the Board to any procedure in the conduct of the Association which is not in accordance with the Constitution and bylaws.

BY LAW 3 - AFFILIATION

1. AFFILIATION WITH CARERS AUSTRALIA INC

- (i) The Carers Association of South Australia Inc. shall be affiliated with Carers Australia Inc.
- (ii) The Carers Association of South Australia Inc shall pay the prescribed subscription fee to Carers Australia Inc.
- (iii) The Board of Directors of the Carers Association of South Australia Inc shall nominate a suitably qualified person, other than the President of Carers Association of SA, for the Board of Carers Australia Inc.
- (iv) Selection of the representative to be made by the Board of Carers Association of SA.
- (v) The State representative who becomes a member of the Board of Carers Association Australia Inc will report back to the Board of the Carers Association of SA Inc. on any major issues requiring decisions and also provide summary reports and minutes of any Board meeting of Carers Australia.

BY LAW 4 - NOMINATIONS AND ELECTIONS

1. NOMINATIONS

- (i) Nominations must be in writing on the prescribed form, available from the Registered Office of the Association and the office of the Returning Officer.
- (ii) Each nomination must be signed by the nominee, proposer and seconder, all of whom shall be financial members of the Association as well as having been a financial member in the financial year which ended preceding the Annual General Meeting.
- (iii) Nominations must be delivered to or forwarded by post so as to reach the Returning Officer by the close of nominations.
- (iv) If the name of the candidate and the names of the two nominators are contained on the electoral roll, the Returning Officer shall accept the nomination; otherwise the nomination shall be rejected. In either case the Returning Officer shall advise the candidate of the outcome of the nomination within 5 days of receipt of the nomination.
- (v) A candidate may submit a profile/statement of not more than three hundred and fifty (350) words in support of their nomination. Profile/statements must be delivered to or forwarded by post so as they reach the Returning Officer by the close of nominations.

2. CONTESTED ELECTIONS

- (i) In the event of a postal ballot being required the Returning Officer shall forward to each financial member eligible to vote -
 - a. a copy of each candidates statement
 - b. a Ballot paper, and
 - c. a reply-paid envelope.
- (ii) The order in which candidate names appear on the ballot-paper shall be determined by lot, drawn by the Returning Officer in the presence of another person and/or any candidate(s) who choose to be present.
- (iii) The ballot-paper shall have printed on it, instructions on how the paper shall be marked to exercise a valid vote, the number of the candidates and a box beside each name in which the vote is to be recorded.

3. VOTING

- (i) The method of voting shall be 'first past the post'. In order to record a valid vote, an elector shall place a cross in the square opposite the name/s of the candidate/s of the elector's choice.
- (ii) An elector must vote for the required number of candidates indicated upon the ballot paper.
- (iii) The marked ballot paper shall then be placed in the envelope provided, sealed and sent by post so as to reach the Returning Officer on or before the date and time set for the close of poll.
- (iv) The address of the Returning Officer shall be displayed on the front of the envelope and on the back, the elector's name and signature.
- (v) An elector must complete all sections on the back of the envelope.

4. SCRUTINY

When the ballot is opened, only those persons whose names appear on the roll and have completed the requirements of Paragraph 3. 3 shall have the envelopes containing their ballot-papers set aside for inclusion in the count. In performing that task, the Returning Officer shall not attempt to discover how individual electors have voted.

5. FORMALITY OF BALLOT PAPERS

- 1 A ballot paper is informal if -

- d. it is not authenticated by the initials of the Returning Officer or by a mark authorised by the Returning Officer;
- e. it has no vote indicated on it;
- f. it has more or less than the required number of votes indicated on it;
- g. it has upon it any mark or writing by which the writer can be identified.

2 A ballot paper shall not be informal for any other reason than the reasons specified but shall be given effect to according to the voter's intention so far as that intention is clear.

6. RESULTS OF POLL

3 If the number of members elected to the Board in each category of membership is less than the number required in each category as prescribed in Clause 8.2 of the Constitution, the Board may proceed as it sees fit to appoint persons eligible for election to such category to the Board.

4 Appointees in accordance with Paragraph 6.1) shall be regarded as filling casual vacancies and shall hold office until the next Annual General Meeting when they may offer themselves for re-election.

7. ENTITLEMENT TO VOTE

Every Ordinary Member and Carer Support Member Representative shall be entitled to vote upon each election of Board members provided the member had been a financial member in the financial year which ended preceding the Annual General Meeting.

RECOMMENDED BY CEO: _____ **DATE:** _____
 (Name & Signature)

APPROVED BY BOARD: _____ **DATE:** _____
 (Name & Signature)