



**AUSTRALIAN LOCAL  
GOVERNMENT WOMEN'S  
ASSOCIATION  
QUEENSLAND BRANCH**

*Supporting and encouraging those involved or interested in Local Government*

WEBSITE: [www.algwaqld.asn.au](http://www.algwaqld.asn.au)

ABN - 16 445 091 911

## **RULES OF PROCEDURE** **(as adopted at Annual General Meeting of 29/07/2016)**

Each Annual General Meeting (AGM) reaffirms these rules (after debate). Notice of any changes shall be emailed to members at least 30 days prior to the date set for the AGM.

ALGWA Queensland Branch Inc. (hereafter the 'Association') is established and governed by its Constitution (latest revision). These Rules of Procedure become part of the standard operating procedures of ALGWA Queensland Branch Inc. and, once adopted, remain in effect until rescinded or changed at future AGM.

### **(A) FINANCES**

1. The Association's bank accounts are to be kept with an accessible bank.  
All payments for the Association's accounts shall require two signatories to the said accounts, and all payments shall first be approved by the President.
2. The Association shall maintain a contingency fund of at least \$5,000.00. It shall be held in an 'at call' investment account; any interest accumulating from monies invested shall be added to this account (or shall be added to the Association's general account/ special account).
3. All official administrative expenses approved by the Management Committee shall be paid on production of receipts.
4. All authorised travel expenses of the Management Committee members (or other approved persons) shall be paid on production of receipts, up to approved travel expense limits:
  - (a) Air Fares: maximum is equal to the lowest return economy fare available from departure point.
  - (b) Car Expenses: are calculated at the rate set per kilometre as per the Reimbursement Schedule, and the maximum payable shall be "capped" at the equivalent of the lowest airfare where such flights are available from the member's home base. If the member's home base is not serviced by a low airfare, the maximum rate payable as per Appendix 1 is applicable.
  - (c) Meals: Meal costs are the responsibility of the individual unless otherwise approved by the Executive in advance.
  - (d) Taxis: Taxi fares are payable to/from airports and to/from Executive Committee meetings if there is no free parking available.

- (e) Parking Costs: Parking costs are refundable up to a set limit. The Secretary will advise parking options/costs for each Committee meeting.

Refer to the Reimbursement Schedule – Appendix 1- for further details.

Wherever possible, Management Committee members are encouraged to combine the Association's meetings with official business to minimise costs to the Association.

- 5. The basic State conference registration fee and travel expenses for the President and Treasurer may be paid, if approved by the Management Committee.
- 6. As an Incorporated Body, the Association shall be entitled to apply for grants, engage in fundraising activities and appeal for donated funds/goods to pursue its objectives.
- 7. ALGWA encourages Councils to support their ALGWA representatives by providing encouragement and financial support for attendance at Management Committee meetings and ALGWA conferences.

## **(B) MANAGEMENT COMMITTEE MEMBERS**

- 1. President
  - (a) The President shall preside at all meetings or, in their absence, the procedure as set out in the Constitution shall prevail.
  - (b) The President is responsible for representing the Association at all official functions, and at meetings of the ALGWA National Executive and other external bodies such as the Local Government Association of Queensland (LGAQ), and the Local Government Managers' Association (LGMA), or any other bodies associated with local government in Australia or overseas. The President shall also represent the Association in any dealings with state governments or the federal government.
  - (c) All other duties are as prescribed in the Association's Constitution as a Management Committee member.
- 2. Vice-President
  - (a) The Vice-President shall depute for the president in their absence or at any meeting where the President has to/ requests to vacate the chair.
  - (b) Where the President cannot attend an official event, the Vice-President may be called on to do so.
  - (c) All other duties are as prescribed in the Association's Constitution as a Management Committee member.
- 3. Treasurer
  - (a) The Treasurer shall maintain complete financial records and provide written financial reports for each Management Committee meeting, as well as organizing the production of the annual audited financial statements.
  - (b) The Treasurer is responsible for issuing invoices for payment of annual dues to all members not later than two months before fees are due and payable (ie. not later than 1 May), and for issuing reminders re fees.

Persons who have not paid their membership fees by 1 September shall be advised that their membership is terminated, as per the Constitution, Section 10.

- (c) The Treasurer shall acknowledge all receipts of payment for membership and other payments by email and/or issuing of receipts. All invoices should allow for payment by cash, cheque or direct debit or other valid means and also request the payee's email address/postal address to allow for issuing an acknowledgement of payment.
  - (d) The Treasurer shall publish the audited financial statements on the Association's website within 60 days of the end of the financial year, having tabled a signed copy of same at the Annual General Meeting.
  - (e) All other duties are as prescribed as a Management Committee member in the Constitution and in the Constitution Section 32, Funds and Accounts.
4. Secretary
- (a) The Secretary shall receive and process all applications for membership as well as advice re admission, rejection and termination of members as per the Constitution Sections 8, 9, 10, 11.
  - (b) The Secretary shall be responsible for the Register of Members as per the Constitution Sections 12 and 13.
  - (c) The requirements as set out in the Constitution Sections 19, 25 and 27 are to be met.
  - (d) The Secretary is responsible for filing all correspondence, minutes of meetings, resolutions signed (without meeting), issuing of meeting notices and associated papers/documents, organizing the safe keeping of all documents (Constitution Section 33) and the Common Seal (Constitution Section 31).
  - (e) All other duties as are prescribed as a Management Committee member in the Constitution.
5. Zone Representatives
- (a) Each Zone representative shall, at least twice per year, liaise with the local government entities assigned to their Zone.
  - (b) Each Zone Representative is responsible for seeking out new members (individuals and/or councils) when attending 'local' or 'state' events (eg. LGAQ, LGMA or other 'specialist' conferences).
  - (c) Each Zone Representative is to issue at least two (2) Newsletters per financial year to ALGWA members in their Zone, with a wider distribution of same to all councils (Mayors, CEOs and key council staff), council libraries and local newspapers.
  - (d) All other duties are as prescribed as a Management Committee member in the Constitution.
6. Publicity Officer
- (a) The Publicity Officer shall maintain the ALGWA Queensland website and ensure all material is current and relevant.
  - (b) The Publicity Officer shall draft and distribute newsletters or other forms of communication to members and Queensland local governments as required.
  - (c) The Publicity Officer shall maintain a database of all contact information including email addresses for all members of the Association, Councils, Mayors and CEOs of Queensland local governments.

- (d) The Publicity Officer shall organise all promotional products for the Association.
- (e) The Publicity Officer shall assist with the marketing and promotion of the Association.
- (f) Other duties as assigned by the President and/or Management Committee.
- (g) All other duties as are prescribed as a Management Committee member in the Constitution.

**(C) ORDINARY MEMBERS**

- 1. Members are entitled to vote, nominate for positions, nominate for a Bursary or Mentoring, only if they are a current financial member.
- 2. Members are entitled to receive Association Newsletters and Zone Newsletters, and attend seminars and other Association events at discounted rates (or at no charge if so advertised), if they are a current financial member.

**(D) LIFE MEMBERS**

- 1. Life Membership recognises the valuable and significant contributions of individuals to the current and future existence of the organization, and is awarded only in exceptional circumstances.
- 2. The criteria for nominations, the process for assessment of nominations and other set criteria are as set out in Appendix 2.
- 3. A 'Roll' of Life Members shall be included on the Association's website.

**(E) HONORARY MEMBERS**

- 1. Honorary Membership recognises people who have made an outstanding contribution to the promotion and furtherance of the Association.
- 2. The period of Honorary Membership shall be for a period determined by the Management Committee.
- 3. Other matters pertaining to nomination, entitlements, termination or removal from this position are set out in Appendix 3.

**(F) CORPORATE MEMBERS**

- 1. To become a Corporate Member, an applicant must be:
  - (a) a local government authority;
  - (b) an organisation/business with an interest in local government.
- 2. The benefits of becoming a corporate member include:
  - (a) attendance at the association's State Conference at member rates for up to 3 employees;
  - (b) attendance at any of the Association's events or professional development seminars at member rates for up to 3 employees;
  - (c) an opportunity to provide an item in our newsletter;
  - (d) receipt of the Association's E-Newsbriefs;
  - (e) opportunities to promote your council/business/organisation on our web page, at our State conference and at other Association events.

3. Corporate Members do NOT have:
  - (a) voting rights;
  - (b) eligibility to apply for the member's bursary;
  - (c) access to the mentoring program.
4. The Corporate Membership fee (annual) is set at \$250.00.

**(G) INSURANCE**

1. The Association shall ensure that all public events held in its name are covered by Public Liability Insurance and/or Voluntary Workers Insurance where members and volunteers are engaged.
2. Where the Association holds events in association with other organisations, it shall check the currency of each organisation's Public Liability and Voluntary Workers Insurance policies.

**(H) ZONES**

1. Queensland shall be divided into 5 Zones. A Zone map is attached at (Appendix 4).
2. Zone Representatives' responsibilities are as set out in (B)5.
3. A list of the Zones, including Councils and relevant email contacts, shall be published on the Association's website.

**(I) JULIE MICHAEL MEMBER'S BURSARY**

1. The Association provides a member's bursary each year to encourage members to access professional development opportunities.
2. A member is entitled to one award only.
3. Matters pertaining to eligibility, approved courses and application criteria are as set out in (Appendix 5).

**(J) ALGWA QUEENSLAND BRANCH INC STATE CONFERENCE**

1. The Association shall hold a State Conference every second year with the next conference after 2016 being held in 2018. The Annual General Meetings of the Association shall, wherever possible, be held in conjunction with the State Conference.
2. The Association shall call for expressions of interest from Councils and other local government organisations in Queensland to host such a conference.
3. Wherever possible, the conference location (city/town) shall be rotated among the Association's Zones.
4. Specific requirements pertaining to all aspects of the State Conference are set out in Appendix 7.
5. A 'Call to Conference' shall be issued to all members at least 90 days ahead of the Conference date.
6. The 'Call to Conference' notice shall include:
  - (a) Date and Place of the conference, information on accommodation options, how to book;

- (b) Registration Fee (including differential fee scale for Early Birds etc) and Preliminary Program;
- (c) Conference Registration Form.

**(K) ANNUAL GENERAL MEETINGS**

1. If the Annual General Meetings of the Association is to be held in conjunction with the State Conference or other milestone event, then said event needs to be held prior to 31 December.
2. For an AGM, members are requested to meet the following set deadlines:
  - (a) Proposed Resolutions for debate are to be sent to the Secretary by (date to be 6 weeks prior to the AGM date);
  - (b) Proposed changes to the Constitution and/or Rules of Procedure, Standing Orders to be sent to the Secretary by (date to be 6 weeks ahead of AGM date);
  - (c) Nomination Form for Management Committee membership ie, Officer Positions, Zone Representatives, Publicity Officer to be returned by (date to be 6 weeks prior to the AGM date);

(NB. All items listed above will be placed on the Association's website 90 days prior to the AGM date).

3. The business to be addressed at the AGM shall include:
  - (a) Adoption of Standing Orders for the AGM;
  - (b) Appointment of Timekeeper;
  - (c) Apologies;
  - (d) Reception and Confirmation of Minutes of the previous AGM;
  - (e) Business Arising from Previous Minutes;
  - (f) National President's Annual Report;
  - (g) State President's Annual Report;
  - (h) Presentation of Audited Financial Statements and Auditor's Report;
  - (i) Budget for Next Year;
  - (j) Appointment of Auditor;
  - (k) Adoption of Annual Membership Fee;
  - (l) Proposed Resolutions;
  - (m) Proposed Changes to Rules of Procedure and Standing Orders (Refer to Appendix 6);
  - (n) Election of Officers, Zone Representatives. Publicity Officer;
  - (o) Any other matters duly raised by the Management Committee;
  - (p) Any other general business.
4. Documents referred to in items 3(a) to (h) above, shall be emailed to all members at least 14 days before the AGM date.