

BY-LAWS

1. **Life Membership:**

The Association at any Conference may confer Life Membership on any person. Notice of Motion of such intent shall be given in writing to the Executive 60 days prior to the State Conference. Such Notice of Motion shall be accompanied by a full and comprehensive curriculum vitae of the nominee. No current member of the State Council shall be eligible. Life Membership shall only be conferred following a unanimous secret ballot of Council.

2. **Certificate of Appreciation:**

May be awarded by the Association to any person at any Annual Conference or at such other time and place as the State Council shall deem to be fitting. Notice of Motion of such intent shall be given in writing to the Secretary or President 60 days prior to the proposed presentation of the award, and be considered by Council as soon as practicable. Such Notice of Motion shall be accompanied by a full and comprehensive curriculum vitae of the nominee. The award shall be made following a majority secret ballot of Council members.

3. **Branch Awards:**

Branches may at any time award Branch Certificates of Appreciation or Life Memberships to any person. Notification of such awards is to be forwarded to the State Secretary.

4. **Office Bearers and Executive:**

The Office Bearers of the Association (namely President, Vice Presidents, Secretary and Treasurer) shall comprise the Executive. Executive action cannot be taken without the agreement of a majority of these members, shall be limited to actions where it is not feasible to contact all members of the State Council and such actions shall be reported to the next formal meeting of the State Council.

5. **Form of Ballot for election of State Council at AGMs:**

Office Bearers and Committee Members of Council shall be elected by secret ballot under the direction of a returning officer and two scrutineers nominated at the AGM. No candidate for election shall act as a returning officer or scrutineer. Where a position is filled by only one person, the method of election shall be by preferential vote (1,2,3, etc.); where a position is to be filled by more than one person, the method of election shall be by block ballot (least preferred candidates are crossed off). Where an equality of votes occurs, the names of the candidates will be placed in a hat and the first name drawn will be elected. At the conclusion of the ballot, ballot papers will be destroyed, and final figures will not be disclosed.

6. **Council eligibility:**

Any financial member of the Association may nominate for election as an Office Bearer or Committee member of the State Council, except where that person:

- Is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than three (3) months;

- Is prohibited from being a director of a company under Part 2D.6 (Disqualification from Managing Corporations) of the Corporations Act 2001 of the Commonwealth; or
- Is a candidate or becomes elected to State or Federal Parliament. A member of State Council who becomes a candidate for or is elected to Parliament will have his/her position declared vacant. Candidacy for or election to Parliament would constitute a conflict of interest for a member of State Council.

7. Branch Closures:

If a Branch does not hold an Annual General Meeting within two years of the previous Annual General Meeting the funds of the Branch must be forwarded to the State Treasurer where they will be held in trust for a further five years, after which the funds will revert to the Association. If the Branch re-forms within the five year period the funds, held in trust, will be returned to the Branch.

8. Additional Financial Accounts:

That the Merchandise bank account balance be reduced to \$2,000 at the end of each financial year, transferring any funds over this amount to the main ICPA-NSW working cheque account.

That funds in the Lone Members bank account be used:

- For sending delegates to State and Federal conferences, and
- For any other conference related transactions.

Transfers of funds, excess or otherwise, to the main ICPA-NSW working cheque account may be made at the discretion of State Council.

9. Interstate Negotiations:

That no correspondence be sent from Federal Council or another State Council to the NSW Government or any Departmental body. Any correspondence or approach must be directed through NSW State Council.

10. Payment of accounts:

May be by cheque, credit card; or via internet-banking with all transactions signed by two of the authorised signatories.

11. Receipting Members:

All members paying annual subscriptions at either Branch or Lone Member level shall receive a receipt. In the case of families wishing to join the Association outside branch level or at a State Council approved “event” can do so provided that a receipt is issued by a current Member/State Councillor and that the funds and New Member information be sent to that New Member’s nearest Branch as soon as possible. The membership fee shall be the current Lone Member rate, regardless of the Branch rate.

12. Sponsorship to ICPA Conferences:

State council encourages all branches to attend conferences. If financial assistance is required, a written request from the branch prior to the closing date of the conference registration must be submitted to the treasurer for approval by State Council.