

ASSOCIATIONS INCORPORATION ACT 1981

VILLAMANTA DISABILITY RIGHTS LEGAL SERVICE INCORPORATED

ARTICLES OF ASSOCIATION

Incorporating amendments of November 2005

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**Villamanta Disability Rights Legal Service Inc.
Articles of Association**

1.

- 1) The name of the Incorporated Association is Villamanta Disability Rights Legal Service Incorporated (in these rules called “The Legal Service”)

STATEMENT OF PURPOSES

2.

- 1) To ensure that people with disabilities, in particular people with intellectual disabilities have the same opportunities to exercise their rights as other people.
- 2) To encourage and develop direct participation in the management and activities of the Legal Service by people with disabilities.
- 3) To initiate, promote and support community campaigns and activism that addresses issues of concern for people who have a disability.
- 4) To provide innovative programs and relevant information on rights and responsibilities to people with disabilities, in particular people with intellectual disabilities and to other people with whom they are associated.
- 5) To promote and encourage access for people with disabilities, in particular people with intellectual disabilities to mainstream services providing legal advice and assistance.
- 6) To work with others in reforming unjust laws and rules of organisations which provide relevant services to people with disabilities, in particular people with intellectual disabilities.
- 7) To provide a legal advice and referral service for people with a disability.
- 8) To support the development of like services for people with a disability.
- 9) To act as a resource for other legal aid and advice/information services.

INTERPRETATION

3.

1) In these rules, unless the contrary intention appears:
“Committee” means the Committee of Management of the Legal Service.

“Financial year” means a 12 month period, commencing on 1st July and ending on 30 June in the following year.

“General meeting” means a general meeting of members convened in accordance with rule 11.

“Member” means a member of the Legal Service.

“Ordinary member of the Committee” means a member of the Committee who is not an officer of the Legal Service under rule 22.

“The Act” means the Association’s Incorporation Act 1981. “The Regulations” means regulations under the act.

2) In these rules, a reference to the Secretary of an Association is a reference:

(a) where a person holds office under these rules as Secretary of the Legal Service, to that person; and

(b) in any other case, to the Public Officer of the Legal Service.

3) Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the Interpretation of Legislation Act 1984 and the Act as in force from time to time.

APPLICATION FOR MEMBERSHIP

4.

1) Any person or organisation which supports the Statement of Purposes of the Legal Service is eligible to be a member of the Legal Service on payment of the entrance fee and annual subscription payable under these rules.

2) A person or organisation who is not a member of the Legal Service at the time of the incorporation of the Legal Service (or who was such a member at that time, but has ceased to be a member) shall not be admitted to membership;

a) unless they are nominated as provided in sub-clause (3); and
b) their admission as a member is approved by the Committee

- 3) A nomination of a person or organisation for membership of the Legal Service:-
 - a) shall be made in writing in the form set out in Appendix 1;
and
 - b) shall be lodged with the Secretary of the Legal Service.
- 4) As soon as practicable after the receipt of a nomination, the Secretary shall refer the nomination to the Committee.
- 5) Upon the nomination being referred to the Committee, the Committee shall determine whether to approve or reject a nomination.
- 6) Upon the nomination being referred to the Committee, the Secretary shall, with as little delay as possible, notify the nominee in writing that the nominee is approved for membership of the Legal Service, enter the nominee's name in the register of members kept by the , and upon the name being so entered, the nominee shall become a member.
- 7) A right, privilege, or obligation of a person by reason of that person's membership of the Legal Service:-
 - a) is not capable of being transferred or transmitted to another person;
 - b) terminates upon the cessation of that person's membership whether by death or resignation or otherwise.
- 8) A right, privilege or obligation of an organisation by reasons of that organisations membership of the Legal Service :-
 - a) may be represented by one person representing that organisation;
 - b) may be transferred or transmitted to another person representing that organisation;
 - c) terminates upon the cessation of that organisation's membership or dissolution of that organisation.
- 9) A person representing an organisation's membership of the Legal Service, is not entitled to nomination to the Committee.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

5.

- 1) The entrance fee and annual subscription will be set annually by the Committee.
- 2) The entrance fee and annual subscription may be waived by the Committee.

REGISTER OF MEMBERS

6.

- 1) The shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member and the register shall be available for inspection by members at the address of the Public Officer.

RESIGNATION AND EXPULSION OF MEMBER

7.

- 1) A member of the Legal Service who has paid all moneys due and payable by him or her to the Legal Service, may resign from the Legal Service, by first giving one month's notice in writing to the Secretary, of the member's intention to resign and upon the expiration of that period of notice, the member shall cease to be a member.
- 2) Upon the expiration of a notice given under sub-clause (1), the shall make, in the register of members, an entry recording the date on which the member, by whom the notice was given, ceased to be a member.

8.

- 1) Subject to these rules, the Committee may, by resolution:
 - (a) expel a member from the Legal Service;
 - (b) suspend a member from membership of the Legal Service for a specified period if the Committee is of the opinion that the member:
 - (i) has refused or neglected to comply with these rules; or
 - (ii) has been guilty of conduct prejudicial to the interest of the Legal Service.
- 2) A resolution of the Committee under sub-clause (1):
 - a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days, after the service on the member of a notice under sub-clause (3), confirms the resolution in accordance with this clause; and
 - b) where the member exercises a right of appeal to the Legal Service

under this clause does not take effect, unless the Legal Service confirms the resolution in accordance with this clause.

- 3) Where the Committee passes a resolution under sub-clause (1), the shall, as soon as practicable, cause to be served on the member, a notice in writing:
 - a) setting out the resolution of the Committee and the grounds on which it is based;
 - b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after service of the notice;
 - c) stating the date, place and time of that meeting;
 - d) informing the member that he or she may do one or more of the following:
 - i) attend that meeting;
 - ii) give to the Committee, before the date of that meeting, a written statement seeking the revocation of the resolution;
 - iii) not later than 24 hours before the date of the meeting, lodge with the Secretary, a notice to the effect that he or she wishes to appeal to the Legal Service in a general meeting against the resolution.
- 4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee:
 - a) shall give to the member, an opportunity to be heard;
 - b) shall give due consideration to any written statement submitted by the member; and
 - c) shall by resolution, determine whether to confirm or to revoke the resolution.
- 5) Where the Secretary receives a notice under sub-clause (3), he or she shall notify the Committee and the Committee shall convene a general meeting of the Legal Service to be held within 21 days after the date on which the Secretary received the notice.

- 6) At a general meeting of the Legal Service convened under sub-clause (5):-
- a) no business other than the question of the appeal shall be transacted;
 - b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - c) the member shall be given an opportunity to be heard; and the resolution should be confirmed or revoked.
- 7) If at the general meeting:
- a) two thirds of the members vote in person, or by proxy, in favour of the confirmation of the resolution, the resolution is confirmed; and
 - b) in any other case, the resolution is revoked.

DISPUTES AND MEDIATION

8A

1. The grievance procedure set out in this section applies to disputes under these Articles between –

- a) a member and another member; or
- b) a member and the Service.

2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.

3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.

4) The mediator must be-

- a) a person chosen by agreement between the parties; or
- b) in the absence of agreement
 - i) in the case of a dispute between a member and another member, a person appointed by the Committee of Management; or
 - ii) in the case of a dispute between a member and the service, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria.

- 5) A member of the service can be a mediator
- 6) The mediator cannot be a member who is a party to the dispute.
- 7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- 8) The mediator, in conducting the mediation, must -
 - a) give the parties to the mediation process every opportunity to be heard; and
 - b) allow due consideration by all parties of any written statement submitted by any party; and
 - c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- 9) The mediator must not determine the dispute.
- 10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

ANNUAL GENERAL MEETING

9.

- 1) The Legal Service shall, in each calendar year, convene an annual general meeting of its members.
- 2) The annual general meeting shall be held on such a day as the Committee determines.
- 3) The annual general meeting shall be specified as such in the notice convening it.
- 4) The ordinary business of the annual general meeting shall be
 - a) to confirm the minutes of the last preceding annual general meeting and of any general meeting held since that meeting;
 - b) to receive from the Committee, reports upon the transactions of the Legal Service during the last preceding financial year;
 - c) to elect officers of the Legal Service and the ordinary members of the Committee; and

- d) to receive and consider the statement submitted by the Legal Service in accordance with section 31(3) of the Act.
- 5) The annual general meeting may transact special business, of which notice is given, in accordance with these rules.
- 6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.

SPECIAL GENERAL MEETING

10.

- 1) All general meetings, other than the annual general meeting, shall be called special general meetings.

11.

- 1) The Committee may, whenever it thinks fit, convene a special general meeting of the Legal Service and, where, but for this sub-clause, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- 2) The Committee shall, on the requisition in writing, of members representing not less than 5% of the total numbers of members, convene a special general meeting of the Legal Service.
- 3) The requisition for a special general meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
- 4) If the Committee does not cause a special general meeting to be held within one month after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than 3 months after that date.
- 5) A special general meeting convened by members in pursuance of these rules, shall be convened in the same manner as nearly as possible, as that in which those meetings are convened by the Committee and all reasonable expenses reimbursed to persons incurring the expenses.

NOTICE OF MEETING

12.

- 1) The Secretary of the Legal Service shall, at least 14 days before the date fixed for holding a general meeting of the Legal Service, cause to be sent to each member of the Legal Service at his or her address appearing in the register of members, a notice by pre paid post, stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- 2) No business, other than that set out in the notice convening the meeting, shall be transacted at the meeting.
- 3) A member desiring to bring any business before a meeting, may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting, after the receipt of the notice.

PROCEEDINGS AT MEETINGS

13.

- 1) All business that is transacted at a special general meeting and all business that is transacted at the annual general meeting, with the exception of that specially referred to in these rules as being the ordinary business of the annual general meeting, shall be deemed to be special business.
- 2) No item of business shall be transacted at a general meeting unless a quorum of members, entitled under these rules to vote, is present during the time when the meeting is considering that item.
- 3) Eight members personally present, (being members entitled under these rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- 4) If, within half an hour, after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members, shall be dissolved and in any other case, shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the chairperson at the time of the adjournment, or by written notice to members given before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than 3) shall be a quorum.

14.

- 1) The Legal Service Chairperson, or in his or her absence, the Legal

Service Deputy Chairperson, shall preside as Chairperson at each general meeting of the Legal Service.

- 2) If the Chairperson and the Deputy Chairperson are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.

15.

- 1) The Chairperson of a general meeting at which a quorum is present, may with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting, other than the business left unfinished at the meeting at which the adjournment took place.
- 2) Where a meeting is adjourned for 14 days or more, a like notice of the adjourned meeting shall be given, as in the case of the general meeting.
- 3) Except as provided in sub-clauses (1) and (2), it is not necessary to give notice of an adjournment, or of the business to be transacted at an adjourned meeting.

16.

- 1) A question arising at a general meeting of the Legal Service shall be determined on a show of hands and unless before, or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously, or carried by a particular majority or lost, and an entry to that effect in the minute book of the Legal Service is evidence of the fact, without proof of the number or proportion of the votes recorded in favour of, or against, that resolution.

17.

- 1) Upon any question arising at a general meeting of the Legal Service, a member has one vote only.
- 2) All votes shall be given personally or by proxy.
- 3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

18.

- 1) If at a meeting, a poll on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
- 2) A poll that is demanded on the election of a Chairperson, or on a question of an adjournment, shall be taken forthwith and a poll that

is demanded on any other question, shall be taken at such time before the close of the meeting, as the Chairperson may direct.

19.

- 1) A member is not entitled to vote at any general meeting unless all moneys due and payable by him or her to the Legal Service have been paid, other than the amount of the annual subscription, payable in respect of the current financial year.

20.

- 1) Each member shall be entitled to appoint another member as his or her proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.
- 2) The notice appointing the proxy shall be in the form set out in Appendix 2.

COMMITTEE OF MANAGEMENT

21.

- 1) The affairs of the Legal Service shall be managed by a Committee of Management, constituted as provided in rule 23.
- 2) The Committee:
 - a) shall control and manage the business and affairs of the Legal Service;
 - b) may, subject to these rules, the regulations and the Act, exercise all such powers and functions as may be exercised by the Legal Service, other than those powers and functions that are required by these rules to be exercised by general meetings of the members of the Legal Service; and
 - c) subject to these rules, the regulations and the Act, has power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Legal Service.

22.

- 1) The officers of the Legal Service shall be:
 - a) a Chairperson;
 - b) a Deputy Chairperson;
 - c) a Treasurer; and
 - d) a Serectary
- 2) The provisions of rule 24 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1).
- 3) Each officer of the Legal Service shall hold office until the annual general meeting next after the date of election and is eligible for re-election.
- 4) In the event of a casual vacancy in any office referred to in sub-clause (1), the Committee may appoint one of its members to the vacant office and the member so appointed, may continue in office up to and including the conclusion of the annual general meeting next following the date of his or her appointment.

23.

- 1) Subject to section 24 of the Act, the Committee shall consist of:
 - a) the officers of the Legal Service; and
 - b) eight ordinary members each of whom shall be elected at the annual general meeting of the Legal Service in each year.
- 2) Each ordinary member of the Committee shall, subject to these rules, hold office until the annual general meeting next after the date of his or her election, but is eligible for re-election.
- 3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Legal Service to fill the vacancy and the member so appointed shall hold office, subject to these rules, until the conclusion of the annual general meeting next following the date of his or her appointment.

ELECTION OF OFFICERS AND VACANCY

24.

- 1) A natural person who is a member of the Legal Service is eligible to be nominated as a candidate for election as an officer of the Legal Service, or as an ordinary member of the Committee.
- 2) Nominations of candidates for election as officers of the Legal Service or as ordinary members of the Committee:
 - a) shall be made in writing, signed by two members of the Legal Service and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - b) shall be delivered to the Secretary of the Legal Service not less than 7 days before the date fixed for the holding of the annual general meeting.
- 3) If insufficient nominations are received to all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- 4) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- 5) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
- 6) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
- 7) A nomination of a candidate for election under this clause is not valid if that candidate has been nominated for another office for election at the same election.

25.

- 1) For the purposes of these rules, the office of an officer of the Legal Service, or of an ordinary member of the Committee, becomes vacant if the officer or member:
 - a) ceases to be a member of the Legal Service;
 - b) becomes an insolvent under administration within the meaning of the corporation law; or
 - c) resigns office by notice in writing given to the Secretary; or
 - d) has been absent from three consecutive meetings of the Committee without an apology.

PROCEEDINGS OF COMMITTEE

26.

- 1) The Committee shall meet at least four times in each year, at such place and such times as the Committee may determine.
- 2) Special meetings of the Committee may be convened by the Chairperson, or by any four of the members of the Committee.
- 3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at such a meeting.
- 4) Any four members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee, whether special or otherwise.
- 5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting, a quorum is not present, the meeting shall stand adjourned to the same place and at the same hour of the same day in the following week, unless the meeting was a special meeting, in which case it lapses.
- 6) At meetings of the Committee:
 - a) the Chairperson, or in his or her absence, the Deputy Chairperson, shall preside; or
 - b) if the Chairperson and the Deputy Chairperson are absent, such one of the remaining members of the Committee, as may be chosen by the members present, shall preside.
- 7) Questions arising at a meeting of the Committee, or of any sub-committee appointed by the Committee, shall be determined on a show of hands, or if demanded by a member, by a poll taken in such manner as the person presiding at the meeting may determine.
- 8) Each member present at a meeting of the Committee or of any

subcommittee appointed by the Committee (including the person presiding at the meeting), is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

- 9) Written notice of each committee meeting shall be serviced on each member of the Committee by delivering it to him or her at a reasonable time before the meeting, or by sending it by pre-paid post addressed to him or her at his or her usual, or last known place of abode, at least two business days before the date of the meeting.
- 10) Subject to sub-clause (4), the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

27.

- 1) The of the Legal Service shall keep minutes of the resolutions and proceedings of each general meeting and each committee meeting, in books provided for that purpose, together with a record of the names of persons present at committee meetings.

TREASURER

28.

- 1) The Treasurer of the Legal Service
 - a) shall collect and receive all monies due to the Legal Service and make all payments authorised by the Legal Service; and
 - b) shall keep correct accounts and books showing the financial affairs of the Legal Service, with full details of all receipts and expenditure connected with the activities of the Legal Service.
- 2) The accounts and books referred to in sub-clause (1), shall be available for inspection by members.

REMOVAL OF MEMBER OF COMMITTEE

29.

- 1) The Legal Service in general meeting, may by resolution, remove any member of the Committee before the expiration of his or her term of office, appoint another member in his or her stead to hold office until the expiration of the term of the first mentioned member.

- 2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the or Chairperson of the Legal Service, (not exceeding a reasonable length) and requests that they be notified to the members of the Legal Service, the or the Chairperson may send a copy of the representations to each member of the Legal Service or, if they are not so sent, the member may require that they be read out at the meeting.

CHEQUES

30.

- 1) All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee, unless otherwise directed by the Committee.

SEAL

31.

- 1) The Common Seal of the Legal Service shall be kept on the premises of the Legal Service.
- 2) The Common Seal shall not be affixed to any instrument except by the authority of the Committee, and the affixing of the Common Seal shall be attested by the signatures, either of two members of the Committee, or of one member of the Committee and of the Public Officer of the Legal Service.

ALTERATION OF RULES AND STATEMENT OF PURPOSES

32.

- 1) These rules and the statement of purposes of the Legal Service, shall not be altered except in accordance with the Act.

NOTICES

33.

- 1) A notice may be served by, or on behalf of the Legal Service upon any member, either personally or by sending it by post to the member's address shown in the Register of Members.
- 2) Where a document is purported to be properly addressed, pre-paid and posted to a member as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the member at the time at which the letter would have been delivered in the ordinary course of post.

WINDING UP OR CANCELLATION

34.

- 1) In the event of the winding up or cancellation of the Incorporation of the Legal Service there remains, after satisfaction of all debts and liabilities, any property, this property shall not be paid to or distributed among members of the Legal Service, but shall be transferred to some other like institution or institutions, having objectives similar to the objectives of the Legal Service and which is a fund, authority or institution approved by the Commissioner of Taxation as a fund, authority or institution referred to in paragraph 78(1) (a) of the Income Assessment Act 1936.

CUSTODY OF RECORDS

35.

- 1) Except as otherwise provided in these rules, the Secretary shall be responsible for the custody and control of or under all books, documents and securities of the Legal Service.

FUNDS

36.

- 1) The funds of the Legal Service shall be derived from entrance fees, annual subscriptions, donations government funding and income derived from business conducted under the business names of "Villamanta Publishing Service" and "Villamanta Publishing and Training Services" and such other sources as the Committee determines.

PUBLICATIONS AND CONSULTANCY COMMITTEE:

37.

- 1) Each Annual General Meeting shall elect a Publications and Consultancy Committee (PACC) of five members, and casual vacancies on that committee shall be filled by nominees approved by the Committee of Management.
- 2) The Committee shall include at least one person who is a member of the Committee of Management.
- 3) It is considered desirable to have at least one member of the PACC with relevant marketing experience and one member with relevant publishing experience.
- 4) Written reports will be presented to each Committee of Management Meeting by the PACC. Such reports shall include financial and sales statements, and details of any policy considerations and future directions issues to be considered and ratified by the Committee of Management.

- 5) Each Annual General Meeting shall receive an Annual Report from the PACC, which shall include an evaluation of how the aims and objectives of the publications and consultancy activities are being met.

RESPONSIBILITIES AND ROLE OF PUBLICATIONS AND CONSULTANCY COMMITTEE

38.

- 1) A quorum of the PACC shall be three members.
- 2) The PACC shall elect from its number a convenor and minutes Secretary.
- 3) The Convenor and minutes Secretary shall hold office for a maximum of 12 months
- 4) The election of the Convenor shall be ratified by the next Committee of Management meeting.
- 5) The Committee of Management shall have the power to decline to ratify the election of the Convenor and to dismiss the Convenor from office.
- 6) The PACC must meet at least six times between each Annual General Meeting.
- 7) The PACC shall have responsibility:
 - a) for the preparation of budgets of all publications and consultancies;
 - b) for the content, structure, language, design and production of all publications and training manuals;
 - c) for the marketing, promotion and distribution of all publications;
 - d) to report to the Committee of Management as required by clause 37;
 - e) to negotiate on behalf of the Committee of Management contracts, as appropriate, for all aspects of all publications and fee for service consultancies;
 - f) to prepare job descriptions and make recommendations to the Committee of Management for the appointment and management of PACC staff;

- g) to exercise all powers necessary to fulfill the aims and objectives of the publications and consultancy activities as agreed through an Annual Planning process.
- 8) Decisions of the PACC shall be made by a simple majority with the Convenor of the meeting exercising a casting vote if required.
- 9) Decisions of the PACC shall not have any effect unless ratified by the Committee of Management.

ROLE AND RESPONSIBILITIES OF CONVENOR OF PUBLICATIONS AND CONSULTANCY COMMITTEE:

39.

- 1) The Convenor shall be responsible to ensure that the PACC meets its responsibilities under this Constitution.

WORK GROUP PURPOSE

40.

- 1) Work Groups are action oriented groups within the Service and they shall work to fulfill the defined terms of reference assigned to them by the Committee of Management.

ESTABLISHMENT OF WORK GROUPS

41.

- 1) The Committee of Management shall establish such Work Groups as it deems necessary to fulfill the Statement of Purposes of the Service.
- 2) The Committee of Management shall have the power to terminate Work Groups in its absolute discretion.

TERMS OF REFERENCE OF WORK GROUPS

42.

- 1) The Committee of Management shall establish such terms of reference and powers for each Work Group as it deems necessary.
- 2) A Work Group may, subject to these Articles, recommend to the Committee of Management that its terms of reference be altered.

MEMBERSHIP OF WORK GROUPS

43.

- 1) Membership of a Work Group is open to any member of the Service.
- 2) If a member of a Work Group does not attend three consecutive meetings of that Work Group and fails to tender apologies that person ceases to be a member of that Work Group.

CONVENORS OF THE WORK GROUPS

44.

- 1) Each Work Group shall elect from its membership a Convenor
- 2) A Convenor shall hold office for a maximum of 12 months
- 3) Convenors of Work Groups shall not be salaried workers of the Service except where specifically authorised by a Committee of Management
- 4) All elections of Convenors shall be ratified by the next Committee of Management meeting
- 5) The Committee of Management shall have the power to decline to ratify the election of a Convenor and to dismiss a Convenor from office
- 6) The Convenor of a Work Group is responsible for the administration and functioning of that Work Group
- 7) Each Convenor shall provide the Coordinator (or her/his successor in title) with an up to date list of the names and addresses of the members of her/his Work Group

RELATIONSHIP OF WORK GROUPS TO THE COMMITTEE OF MANAGEMENT

45.

- 1) Work Groups shall be entitled and encouraged to consult with the Committee of Management about any matter at any time
- 2) Matters, issues or activities referred to a Work Group by the Committee of Management shall be monitored by the Committee of Management
- 3) Each Work Group shall meet at least once every six weeks.
- 4) Each Work Group shall present a report of its activities to each Committee of Management meeting.
- 5) Where a Work Group disbands or is dismissed such Work Group cannot reconstitute or reconvene itself. In seeking to reconstitute a Work Group, members must seek the authority of the Committee of Management to do so.