

PARENTS OF DEAF CHILDREN: COMMITTEE POLICY

Applies to: All employees and Committee members
Specific responsibility: Committee President

Policy context: This policy is to provide information for the Parents of Deaf Children Inc Committee	
Standards or other external requirements	Australian Charities and Not-for-profits Commission (ACNC)
Legislation or other requirements	Privacy Act 1988 (Cwlth) NSW Associations Incorporation Act 2009

INTRODUCTION

1. Parents of Deaf Children Inc (PODC) is a community committed to safeguarding vulnerable people, especially deaf and hard of hearing children.
2. PODC has adopted the model constitution as outlined by NSW Fair Trading. All policies come under this constitution
3. PODC is governed by a committee made up of members of the organisation.

PURPOSE

4. This policy is to provide understanding of the operation of the PODC Committee, requirements for an Annual General Meeting (AGM) and ongoing business. The references throughout this policy are to the PODC Constitution.

NOMINATING FOR COMMITTEE POSITIONS

5. Election to the PODC Committee is for office bearer positions or as ordinary committee members [refer clause 15(1)]. Office-bearer positions are president, vice-president, treasurer and secretary [refer clause 14(1)(a)] plus at least three ordinary committee members [refer clause 14(1)(b)].
6. The committee is made up of at least seven members [refer clause 14(1)]. Each member holds office till the next AGM [refer clause 16(1)].
7. To nominate, the nomination is in writing using the PODC Committee Nomination Form, signed by two PODC members plus the nominated candidate. The nomination must be received at least 7 days before the AGM and the nominee must be a member [refer clause 15(1), (2) (a-d)]
8. Refer to the PODC Roles and Responsibilities Policy for primary guidance on each role.



9. Those who are excluded from holding a position on the PODC Committee are as follows:
 - 1) A current employee of PODC and their immediate family.
 - 2) Previous employees and their immediate family, from the date their employment terminated for a minimum five-year period.
 - 3) Any individual who is contracted to PODC. This may include but is not limited to, contract staff or individuals engaged to complete work as part of a Memorandum of Understanding or Service Agreement.

MEMBERSHIP

10. To become a member of PODC, applications are submitted in writing, with the nomination submitted to the PODC Committee to approve or reject the nomination. The Committee notifies the nominee of their decision in writing [refer clause 3(1), (2), (3), (4), (5)].
11. Membership of PODC is \$1 fee plus an annual fee of \$2 per member, or another amount determined by the committee. [refer clause 5(1) and (2)].
12. Membership fees are outlined in the PODC Finance Policy.

VOTING/BALLOT FOR COMMITTEE POSITIONS

13. If the number of nominations received is equal to the number of vacancies to be filled, the members nominated are taken to be elected. [refer clause 15 (6)].
14. If there are more nominations than the number of vacancies, then hold a ballot. The ballot is conducted at the AGM as the Committee directs [refer clause 15(7)].
15. If insufficient nominations are received to fill all vacancies:
 - 1) The candidates nominated are taken as elected, and
 - 2) A call for further nominations must be made at the meeting. [refer clause 15 (3)].
16. If there are any questions arising, the decisions are determined by a majority of the votes of members [refer clause 34(4)].
17. To be eligible to vote, each member has one vote only, and must
 - 1) Be at least 18 years of age, and
 - 2) Has paid all moneys owed by the member to the association [refer clause 34 (1)]
18. All successful Committee members are to complete the PODC Committee Member Declaration and Confidential Agreement form.

AGM TIMEFRAMES

19. An AGM must be held within 6 months of the close of the Association's financial year [refer clause 28 (2)(a)].

20. The Notice of AGM must be no less than 14 days before the meeting [refer clause 30 (1)].
21. All nominations for the Committee positions must be received at least 7 days before the meeting [refer clause 15(2)(d)].

NOTICE OF THE AGM

22. The Notice must specify
 - 1) Place and time the meeting will be held
 - 2) The nature of the business to be conducted [refer clause 30(2)].

MINIMUM BUSINESS AT THE AGM

23. The requirements for business discussion at the AGM must include the following:
 - 1) Minutes of the preceding AGM, and
 - 2) Minutes of any special General Meeting held since the preceding AGM, and
 - 3) Receive from the Committee reports on the activities of the Association, and
 - 4) Conduct election of positions, and
 - 5) Receive financial statements or reports [refer clause 28(4)].

QUORUM

24. For the AGM to be conducted, a quorum of members must be reached. For PODC, five members who are entitled to vote consist of a quorum [refer clause 31(1)].

COMMITTEE RECORDS

25. For good business practice and compliance with legislation, minutes of all Committee meetings should be kept and appropriately archived. The minutes should indicate who attended each meeting to confirm a quorum was reached.
26. Memberships, nominations and voting activities are also required to be kept and appropriately archived ensuring compliance with the Privacy Act 1988 principles.

DOCUMENTATION

Documents related to this policy	
Related policies	PODC Archiving Policy PODC Roles and Responsibilities Policy PODC Finance Policy

AUTHORISATION

Version History

Version Number	Date Approved	Reviewed/Edited	Approval details	Next Review Date
1	October 2022	Initial Issue	Approved by Committee	October 2024