

State Committee ' Model' Operating Guidelines

Policy number	TBD	Version	1.1
Drafted by	Executive	Approved on	22 nd November 2012
Responsible person	National Secretary	Scheduled review date	22 nd November 2014

Introduction

The Board¹ and National Council² of the Concrete Institute of Australia are responsible for the governance of the organization under the Corporations Act and adopted constitution. The Board can delegate any of its functions except

1. the power of delegation and
2. any functions reserved to the Board under the Act.

Under these statutory powers the Board and National Council may approve a request from members in any particular State or Territory in the Commonwealth of Australia to form a State Committee for that State. Currently six (6) state committee's hold approval by Council to operate. These included; New South Wales, Queensland, Victoria, South Australia, Western Australia and Tasmania.

Purpose

The purpose of the **State Operations Policy** is to establish a framework for operations, delegating authority within the Institute in a manner that facilitates efficiency and effectiveness and increases the accountability of State committee members [volunteers], management and staff for their performance. The policy applies to all State committee members and the staff of the Institute who have delegated authority to sign documents and act on behalf of the Institute. These approvals are the mechanisms by which enables persons to act on behalf of the Institute.

State Operations Policy

1. A Committee may be formed to represent a State or Territory (under Rule 46.1 of the Constitution) for the general management and control of the State activities.
2. Each State or Territory Committee may nominate a representative to Council (under Rule 46.3 of the Constitution).
3. The Purpose and Mission of State Committees is to provide within their respective states:
 - a. Support and Communication to Institute Members

¹ The governance, administration and reporting requirements of the company to the Australian Securities and Investment Commission, responsible for the enforcement of legislation and regulations of the Companies, shall be the responsibility of the Board of Directors. Whereas the strategic direction, policy determination and oversight of operations of the Company, shall be determined and approved by the National Council. **Rule 30.1**

² The strategic direction, policy determination and oversight of operations of the Company, shall be determined and approved by Councilors elected to the National Council. Councilors are not Directors for reporting purposes to the Australian Securities and Investment Commission. **Rule 31.1**

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- b. Industry related seminars, courses and other learned society activities of this type, including site visits and academic programs.
 - c. Research and development of Intellectual Property
 - d. Member relationships - Individual and Corporate
 4. Committee members should be financial members. Committee members, where possible, should be representative of the cross section of members, including the following areas:
 - a. Consulting Engineers
 - b. Industry Associations
 - c. Government departments
 - d. Suppliers and contractors
 - e. Academia, and
 - f. Young Members
 5. As determined by the State Committees from time to time, Committee members may be appointed to the following Functional Sub Committees:
 - a. Seminars and site visits
 - b. Events (including annual dinner)
 - c. Awards and Recognition programs
 - d. University and Graduate programs
 - e. Development of Intellectual Property
 - f. Relationship / Sponsorship
 - g. Concrete in Australia magazine
 6. State Committees meetings should be held monthly, under the following general structure:
 - a. Notice of meeting and minutes should be provided to all Committee members by the State Secretary (or their delegate)
 - b. An update of activities of each State Committee should be provided to Institute Members, via the communication notice board within the State allocated website
 - c. A 'post mortem' of all seminars, events and activities should be provided
 - d. A program of forward activities should be tabled at each meeting (either 6 month rolling or 12 month calendar year)
 - e. An annual program of events for the ensuing year should be prepared and approved by the State Committee (by 31st October annually)
 - f. Reports to the State Committee should include:
 - i. Functional Committee Reports
 - ii. Budgets and Finance
 - iii. Seminar participant feedback forms / report summary
 - iv. Forward plans for the National Education Series
 - v. A listing of Corporate sponsors
 - vi. A listing of Corporate Members (registered within the state)
 7. A State Committee will not have less than three and not more than fifteen elected members; or such number as approved by the National Council from time to time.
 8. A State Committee may Co-opt other Institute Members to the Committee or to fulfil specific functional responsibilities. On certain specific occasions, as approved by the National Council, Co-opted members may be non Institute Members.

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9. Institute Members resident in the State may elect amongst their number, Members to represent on the State Committee. Unless otherwise stated, representatives of the State Committee will be elected for a two year term.
 10. Elections of representatives to State Committees will be completed every second year, by 30th June commencing year 2011. Elected representatives will take office on 1st July every second year commencing year 2011.
 11. Elections will take the form of a general meeting and be administered in each State:
 - a. The election date will be 31st May every second year, commencing year 2011.
 - b. A call for nominations will be made electronically to all Members in the state not less than (21) twenty one days prior to the election date.
 - c. Nominations for representation on State Committees will be made in writing to the State Secretary not less than (2) two days before the election date.
 - d. If the numbers of nominations are equal to or less than the number of vacant positions then the nominated candidates are automatically elected to the State Committee.
 - e. If the number of nominations are more than the number of positions vacant then;
 - i. The State Committee may request the Council to approve an extension of the number of representatives for that State; or
 - ii. Give notice to members of the state for a vote by electronic means. Notice will be not less than (21) twenty one days prior to the voting date. Voting must be completed and representatives elected prior to the 30th June, every second year commencing year 2011.
 12. The State Committee will by 30th June every second year commencing year 2011, elect from amongst the existing members of the Committee, a State Executive, including:
 - a. State President,
 - b. State Vice-President
 - c. Secretary
 13. The Immediate Past State President is also entitled to remain on Committee for a further two year term and as part of the State Executive.
 14. Members of the National Council are entitled to become members of the State Committee of the State in which they reside.
 15. A person elected to a State Committee shall hold office unless:-
 - a. his or her appointment is revoked by the National Council
 - b. he or she resigns;
 - c. he or she ceases to be a Member of the Institute
 - d. their two year term has expired
 - e. he or she is absent for more than three months without permission of the Committee from meetings of the Committee held during that period.
 16. No State shall have more than one State Committee.
 17. Unless otherwise determined by National Council; The Australian Capital Territory shall be deemed to be part of the State of New South Wales and the Northern Territory shall be deemed to be part of the State of South Australia.

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18. As approved by the National Council, State Committees may establish Sub Branch Operations, in regional areas. Sub Branch Operations will be established as follows:
 - a. A Committee will be formed from Co opted Institute Members within the regional area, as required from time to time
 - b. The State Committee will appoint a Sub Branch Convenor
 - c. The Sub Branch Convenor will report to the State Committee President
 - d. Budgets and financial control will remain the responsibility of the State Committee

 19. Subject to the Constitution and to the directions of the Council, each State Committee will:
 - a. carry out in each State such functions as may from time to time be delegated to it by the Council;
 - b. forward to the National Secretary such information as the Council may from time to time require in respect of its State.
 - c. carry out its affairs at all times with consideration to the Objects of the Institute and the Strategic Plan

 20. To formally summarise the Budgetary Controls:
 - a. All Budgets - National, State and Conference budgets are formally approved by the Council.
 - b. Programs or any substantive expenditure that are undertaken (in excess of \$1,000) and are unbudgeted - are 'unauthorised'.
 - c. Any unbudgeted program or expenditure, planned to be undertaken, in excess of \$1,000 requires the express prior approval of the CEO or President.
 - d. Any budgeted program that is planned to fall short of budgeted contribution (gross profit); or budgeted expenditure that is planned to exceed budgeted cost, in excess of \$1,500, requires the express prior approval of the CEO or President.
 - e. Any budgeted program has fallen short of contribution or expenditure that exceeds cost by, in excess of \$1,500, must be advised to the CEO or President at the earliest known time, with proposed actions to be taken to recover the shortfall.

The CEO or President will determine if further authorisation of the Executive or Council is required.

These budgetary controls are not intended to deter Branch Committees or Convenors from pursuing appropriate opportunities when they arise, but are necessary to ensure appropriate management of financial risks across the Institute.

Authorisation

State Committee 'Model' Operating Guidelines as approved by the Board of Directors of the Concrete Institute of Australia and as administered by the Council of the Concrete Institute of Australia.

Date: -----/-----/-----

Related Documents

Constitution
Delegated Authority Policy