

ISOLATED CHILDREN'S PARENTS'
ASSOCIATION

NORTHERN TERRITORY
STATE COUNCIL INCORPORATED



BY-LAWS

BY-LAW 1

ICPA NT CERTIFICATE OF APPRECIATION

1. ELIGIBILITY

- (a) No current member of NT State Council shall be eligible.
- (b) A "Certificate of Appreciation" is not limited to members of the Association.

2. NOMINATIONS

- (a) NT State Councils or Branches may make nominations. All nominations from Branches require endorsement from NT State Council.
- (b) A letter stating why nominee should receive a "Certificate of Appreciation" shall accompany each nomination.
- (c) The nomination shall be in the hands of the Association's Secretary at least sixty (60) days prior to the Annual General or General Meeting of the Association at which the "Certificate of Appreciation" would be presented.
- (d) All members of the NT State Council shall be notified in writing of the nomination at least thirty (30) days prior to the Annual General or General Meeting of the Association at which the "Certificate of Appreciation" would be presented.
- (e) There shall be no limit to the number of times a person may be nominated for a "Certificate of Appreciation".

3. VOTING

- (a) Voting shall be by ballot, which may be a Postal ballot, of the current members of the NT State Council.
- (b) Any postal ballot paper not received by the designated returning officer by the closing date shall be deemed invalid.
- (c) A "Certificate of Appreciation" shall be decided by a two-thirds (2/3) majority of the members of the NT State Council.

4. THE CERTIFICATE

- (a) NT State Council shall print the certificate.
- (b) The certificate shall state reason why Certificate of Appreciation is given
- (c) The President and the Secretary of the NT State Council shall sign the certificate.
- (d) The certificate shall be awarded/presented at any Annual General or General Meeting of the Association.

5. REGISTER OF "CERTIFICATE OF APPRECIATION"

- (a) The secretary of the NT State Council shall keep a Register of all ICPA NT State Council Certificates of Appreciation.

BY-LAW 2

ICPA NT "AWARD OF MERIT"

1. ELIGIBILITY

- (a) No current member of NT State Council or current Member of Parliament shall be eligible.
- (b) An "Award of Merit" is not limited to members of the Association.

2. NOMINATIONS

- (a) NT State Councils or Branches may make nominations. All nominations require NT State Council endorsement.
- (b) Each nomination shall be accompanied by a full comprehensive profile of the nominee.

- (c) The nomination shall be in the hands of the Association's Secretary at least sixty (60) days prior to the Annual General Meeting of the Association at which the "Award of Merit" would be presented.
- (d) All members of the NT State Council shall be notified in writing and have ballot papers at least thirty (30) days prior to the Annual General Meeting of the Association at which the "Award of Merit" would be presented.
- (e) There shall be no limit to the number of times a person may be nominated for an "Award of Merit".

3. VOTING

- (a) Voting shall be by ballot, which may be a Postal ballot of the current members of the NT State Council.
- (b) Any postal ballot not returned by the closing date shall be deemed a vote in the negative.
- (c) An "Award of Merit" shall be decided by a two-thirds (2/3) majority of the members of the NT State Council.

4. THE CERTIFICATE

- (a) The certificate shall be printed by the NT State Council for presentation to successful candidates.
- (b) The certificate shall be signed by the President and the Secretary of the NT State Council.
- (c) The certificate shall be presented at the Annual General Meeting of the Association.

5. REGISTER OF NT STATE AWARD OF MERIT

- (a) The secretary of the NT State Council shall keep a Register of all ICPA NT State Council Awards of Merit.

BY-LAW 3

ICPA NT STATE LIFE MEMBERSHIP

1. ELIGIBILITY

- (a) Life Membership shall only be awarded to an individual who is an ordinary member of the Association.
- (b) Life Membership shall only be awarded to a member who has previously received an "Award of Merit" from the ICPA NT State Council.
- (c) No current member of the NT State Council shall be eligible.

2. NOMINATIONS

- (a) NT State Council or Branches may make nominations. All nominations require NT State Council endorsement.
- (b) The nomination shall be accompanied by a full and comprehensive personal profile of nominee.
- (c) The nomination together with substantiating information shall be in the hands of the Association's Secretary at least ninety (90) days prior to the presentation of the Life Membership at the Annual General or General meeting of the Association.
- (d) All members of NT State Council shall have written notification of nomination and have ballot papers at least sixty (60) days prior to the presentation of the Life Membership at the Annual General or General meeting of the Association.
- (e) A person shall only receive one (1) NT State Life Membership.
- (f) A partner of a NT State Life Member may not be nominated.

3. VOTING

- (a) Voting shall be by secret ballot, which may be a postal ballot, of the NT State Council.
- (b) Life Membership shall only be awarded to the nominee by the unanimous secret ballot of the currently serving members of NT State Council.

4. THE AWARD

- (a) A Life Membership award shall be presented at a State Conference or Annual General Meeting of the Association.
- (b) There shall be an Association Life Membership badge engraved by the NT State Council for presentation to successful candidates.

5. REGISTER OF NT STATE LIFE MEMBERS

- (a) The secretary of the NT State Council shall keep a Register of all ICPA NT State Council Life Members.

6. NT STATE COUNCIL RESPONSIBILITIES FOR STATE COUNCIL LIFE MEMBERS

- (a) NT State Council is responsible for the Annual Membership Fee of NT State Council Life Members. The full membership fee shall be paid to the Branch where the State Life Members are members. The Branch shall then process the membership in the normal manner.
- (b) NT State Council shall be responsible only for the Registration Fees for NT State Council Life Members wishing to attend State and Federal Conferences.

7. ADMINISTRATION PROCEDURES FOR LIFE MEMBERS

- (a) NT State Council pays membership to Branch where the Life Member is a registered. The membership is then processed in the usual manner. Life Members, who are Lone Members, are processed in the usual manner by the Lone Member Officer.
- (b) NT State Council is responsible for the cost of the Registration fee to attend to Annual General Meeting or Annual Conference.

BY-LAW 4

ADMINISTRATION

1. All matters deemed as being NT State Business or protocol will be the sole responsibility of the NT State Council unless otherwise determined by State Council.
2. If a Branch wishes to take up a matter covered by NT State policy, any letter or submission must be sent to the NT State Secretary, seeking endorsement by NT State Council. If it is not at variance with NT State Policy it will be endorsed.
3. A Federal matter which is taken up by NT State Council but is considered by the NT State Secretary after consultation with the President and Vice Presidents, to be at variance with NT State Policy would come before the next meeting of the NT State Council. If it is considered within the intent of NT State Policy it will be endorsed.
4. Matters, which NT State Council considers are not covered by existing NT State Policy, may be dealt with by one of the following:
 - (a) NT State Council may endorse the letter of submission and then seek to have the new policy ratified at the next NT State Conference, OR
 - (b) NT State Council may refer the matter to the next NT State Conference in either the name of the Branch or conjointly in the names of both the Branch and NT State Councils, OR
 - (c) NT State Council may reject the request for endorsement from the Branch and inform that Branch which could then submit the matter to the next NT State Conference.
5. All State issues may be dealt with directly by the State Council. If it so wishes a State Council may seek support from the Federal Council.
6. NT State Council may appoint a financial member to undertake a specific task, which the Association considers necessary and desirable.

BY-LAW 5

FINANCIAL MANAGEMENT

1. The Treasurer shall operate a bank account that has been designated by NT State Council, with two of the three signatures from either the Treasurer or President or Secretary.
2. This account shall be styled "NT State Council – ICPA".
3. New accounts to be set up by the Treasurer and in the name of "ICPA NT State Council".
4. Investments (if applicable) are to be invested as directed by NT State Council.
5. Councilors seeking reimbursement for items purchased are required to forward receipts verifying expenditure to the Treasurer.
6. Account Books shall be kept showing correctly the financial affairs of the Association.
7. The books shall close at thirty first (31st) December each financial year and be audited by an approved accountant prior to the Annual General Meeting.

BY-LAW 6

SUPPLEMENTARY AGENDA MOTIONS

1. A motion will be accepted for the Supplementary Agenda if it concerns a matter not already appearing on the main agenda and is in the hands of the Association's Secretary one week prior to the NT State Conference.

BY-LAW 7

NEWSLETTER EDITOR

1. The ICPA NT State Council shall be responsible for appointing a financial member of the Association as Editor of the Association's publications "Down the Track" and the "ICPA Flyer". The Editor need not be a member of NT State Council.
2. The Editor shall be appointed on an annual basis or until the next NT State Conference.
3. Financial members of the Association, who wish to be considered for the position of Editor should liaise with the Newsletter Committee on NT State Council and notify the Association Secretary in writing prior to the Pre-Conference NT State Council meeting. These expressions of interest will be treated confidentially.
4. Selection of the Editor shall be finalised at the Post Conference meeting of NT State Council.
5. When the Editor is not a member of NT State Council, he/she shall report to each meeting of the Association and attend at least one general meeting of NT State Council per year.
6. The Editor shall be bound by the same limitations of eligibility for office under the constitution of ICPA NT State Council as apply to members of NT State Council except for the limitations on the term of office.

BY-LAW 8

NEWSLETTER PUBLISHER

1. The NT State Council shall call for an expression of interest to publish the Association's Publication "Down the Track" and the ICPA Flyer, when the need arises.
2. Interested publishers shall contact the Convener of the Newsletter Committee or the Association's Secretary.
3. Both parties shall agree on publication details.
4. NT State Council will review and may decide to terminate the arrangements, if it is not being honored or the contract has expired.
5. "Down the Track" publications will be mailed under the Print Post guidelines of Australia Post. The flyer shall be sent out at the most economical cost of postage.

BY-LAW 9

HOME TUTOR REGISTER COORDINATOR

1. The NT ICPA State Council shall be responsible for appointing a financial member of the Association as Coordinator of the ICPA NT State Council Home Tutor Register.
2. Financial members of the Association, who wish to be considered for the appointment as Coordinator of the Home Tutor Register, should notify the NT State Council Secretary in writing of their Expression of Interest.
3. The Coordinator shall be appointed or re appointed on an annual basis.
4. The appointment of Home Tutor Coordinator shall be endorsed by a majority of the NT State Council.
5. When the Coordinator is not a member of NT State Council, he/she shall report to each meeting of the Association and if possible attend at least one general meeting of NT State Council per year.

BY-LAW 10

ELECTION of CANDIDATES to NT STATE COUNCIL

1. Nominations shall be in writing on the form provided by the Association's Secretary, signed by two financial members and endorsed with the written consent of the candidate.
2. Nomination forms shall be in the hands of the Association's Secretary no later than the time stipulated by NT State Council for the closure of nominations.
3. If the number of candidates nominated is equal to or less than the number of vacancies to be filled, the persons nominated shall be deemed to be elected and any vacant positions remaining shall be deemed to be casual vacancies.

4. If the number of candidates nominated for any position exceeds the number of vacancies to be filled, a ballot shall be conducted in accordance with Constitution.
5. A candidate may nominate for any number of positions on the Council, but on being elected to one position shall have his/her name withdrawn from all other positions for which he/she has nominated.
6. Eligibility to nominate for NT State Council shall be determined in conjunction with Clauses 9 (a) to 9 (h) inclusive of the Constitution.

BY-LAW 11

CONDUCT OF THE BALLOT FOR ELECTING MEMBERS OF NT STATE COUNCIL

1. All members shall be elected by secret ballot under the direction of a Returning Officer and two scrutineers nominated at the Annual General Meeting.
2. No candidate for election shall act as Returning Officer or scrutineer.
3. Where a position is to be filled by only one person, the method of election shall be by preferential voting (1,2,3,etc) with preferences of the candidate with the least number of primary votes being distributed to the other candidates until one candidate has an absolute majority.
4. Where a position is to be filled by more than one person, the method of election shall be by block ballot i.e. the names of all candidates shall be written on the ballot paper and the least preferred candidates crossed off, leaving the appropriate number of candidates to be elected.
5. Where an equality of votes occurs, the names of those candidates shall be placed in a hat and the first name drawn out will be declared elected.
6. At the conclusion of the ballot, all papers will be destroyed and final figures will not be disclosed.
7. For the purpose of the ballot, the Returning Officer shall declare all offices vacant, however it is understood that the members of the new NT State Council do not take office until the conference has closed and current members of Council retain their positions until that time.

BY-LAW 12

CASUAL VACANCIES on NT STATE COUNCIL

1. A casual vacancy on the Council shall occur if any member:
 - (a) Dies, resigns, is declared bankrupt, is permanently confined in a mental institution or is convicted of a felony.
 - (b) Secures any office of profit or employment with the Association or is directly or indirectly interested in any contracts or proposed contracts with the Association.
2. Casual vacancies shall be filled in accordance with Clause 11 of the Constitution of the Isolated Children's Parents' Association Northern Territory State Council (Inc).

BY-LAW 13

APPOINTMENT OF A PATRON

1. Nominations for Patron will be forward to NT State Council thirty (30) days prior to the Annual General meeting of the Association.
2. A Patron shall be appointed annually and announced at the Annual General Meeting or State Conference.

BY-LAW 14

USE OF NT ICPA LOGO

1. The use of the NT Logo is to be at the discretion of the current State Council president and secretary.
2. The NT logo should only be used for letterheads, registration forms and NT ICPA correspondence.
3. The Federal Logo must be used on the official ICPA Website (NT Page) and Federal Conference convening correspondence.
4. The Federal and NT Logos can be used together on correspondence to Federal Departments and National stakeholders at the discretion of the current State and Federal Councils.