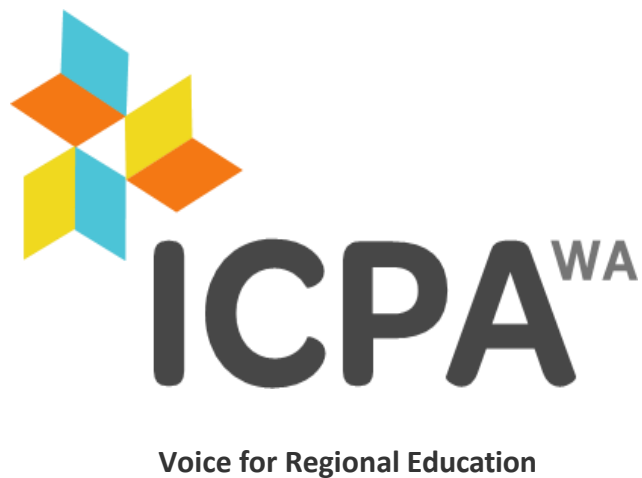


**Isolated Children's Parents' Association
of
Western Australia
Inc
State Council
BY – LAWS**

Updated October 2022



**BY-LAWS MADE TO THE PROVISIONS OF THE CONSTITUTION OF
THE ISOLATED CHILDREN'S PARENTS' ASSOCIATION OF WESTERN AUSTRALIA INC.**

1. New members should be advised that the Constitution and Policy Documents are available on request from the Secretary of their Branch.
2. A new branch formed before the 31st October in any year will be deemed to be financial as to that year. Branches formed after November 1st in any year will be considered financial for the remainder of that year and all the following year.
3. Branches shall have the power to apply Branch Membership fees and Levies in addition to collecting the State and Federal Membership Fee from Branch members.
4. Branch Treasurer shall keep proper books and accounts showing correctly the financial affairs of the Branch and the particulars usually shown in books of like nature.
5. The Branch Treasurer shall submit an audited report for submission to the Branch Annual General Meeting and a copy of such report shall be submitted to the State Treasurer immediately following the Branch Annual General Meeting.
6. Each Branch shall hold an Annual General Meeting.
7. Motions for the Annual State Conference relating to new topics should be accompanied by a brief explanation for inclusion in the Agenda for such Conference.
8. The Association Secretary shall forward a meeting Agenda for the Annual State Conference of branches to all financial Branches thirty (30) days before the Conference date.
9. The President, Secretary and Lone Member Officer, or their representatives shall be funded by the Association to attend the Annual Federal Conference and that such expenses shall include where necessary travel, accommodation, registration and other such costs as the Executive shall approve.
10. The Chairman of Retired Educators Volunteers for Isolated Children's Education (REVISE) shall always be a member of ICPA (WA) Inc.
11. A State Councillor shall act as REVISE liaison person and liaise with the Chairperson of REVISE and attend REVISE WA meetings as a representative of ICPA WA.
12. Quorum: minimum of five (5) members in attendance – including President (who has the casting vote) applies to AGM and General meetings.
13. Branch annual book review or audit to be submitted to ICPA WA State Treasurer. Each financial transaction must be accounted and receipted. Reimbursement of expenses incurred must be submitted and reimbursed within three (3) months of dated receipt.

BY-LAWS FOR WA WEBMASTER

1. The WA State Council of the Isolated Children's Parents' Association of Australia, ICPA (WA), shall be responsible for appointing a financial member of the Association as the ICPA (WA) Webmaster. The Webmaster need not be a member of the WA State Council.
2. The Webmaster shall be appointed on an annual basis or until the next State Conference.
3. Financial members of the Association, who wish to be considered for the position of WA Webmaster should liaise with WA State Council and notify the Secretary in writing prior to the Pre-Conference State Council meeting detailing their qualifications. These expressions of interest will be treated confidentially.
4. Selection of the ICPA (WA) Webmaster shall be finalised at the Post-Conference meeting of the WA State Council.
5. The ICPA (WA) Webmaster shall be bound by the same limitations of eligibility for office under the constitution of ICPA (WA) as apply to members of the WA State Council except for the limitations on the term of office.

BY-LAWS FOR LONE MEMBERS BRANCH

1. The Lone Members Branch comprises of Lone Members; Lone Members being persons or families without access to a regular Branch.
2. The Branch shall have a minimum of five [5] members.
3. A Lone Members Officer shall be appointed annually at the WA State Council AGM to manage the Branch's administrative business.
4. At every Annual General Meeting and State Conference the Lone Members Branch is entitled to two [2] delegates.
5. Federal Conference, the Lone Member Officer shall be the first nominated delegate. If the Lone Member Officer is unable to attend, a duly nominated Lone Member may become the delegate. A duly nominated Lone Member is eligible to be the second delegate.
6. At State Conference, the Lone Member Officer is a State Councillor and therefore two [2] delegates may be nominated from the Lone Members. If no members nominate, the Lone Member Officer becomes a delegate and is entitled to two [2] votes.
7. Lone Members wishing to attend conference as delegates or observers must self-nominate to the Lone Member Officer at least one month before Conference. They must also be prepared to self-fund, depending on the availability of Lone Member Branch funds.
8. Lone Members may put motions to State and Federal Conferences. These motions are sent to the Lone Member Officer, who circulates to all Lone Members and then presents them to State Council. State Council acts in the role of an Ordinary Branch to move, second and debate the motion/s. Motions that are passed are then placed on the Conference Agenda.
9. Date for receipt of motions will be two [2] weeks ahead of the closing date set by State and Federal Councils.