

***CONSTITUTION
OF THE
NEW SOUTH WALES
STATE EMERGENCY
SERVICE
VOLUNTEERS
ASSOCIATION

(SESVA)***

Table of Contents

1. General.....	4
1.1 Introduction	4
1.2 Name	4
1.3 Objectives.....	4
1.4 Structure.....	5
1.5 Powers.....	5
1.6 Definitions	6
1.7 Winding Up.....	8
2. Membership	9
2.1 Membership Eligibility.....	9
2.2 Nomination for membership:	9
2.3 Cessation of a member:	10
2.4 Membership entitlements not transferable:	11
2.5 Resignation of membership	11
2.6 Register of members	11
2.7 Fees and subscription.....	12
2.8 Members' liabilities.....	12
2.9 Resolution of disputes.....	12
2.10 Disciplining of members.....	12
2.11 Rights of appeal of disciplined member.....	13
2.12 Life Members	14
2.13 Members Bound by this Constitution	14
3. Regions.....	15
3.1 Regions.....	15
3.2 Region Delegates.....	15
3.3 Functions of Region Delegates.....	15
3.4 Election of the Region Delegates	15
4. State Council.....	17
4.1 Formation.....	17
4.2 Powers of the State Council	17
4.3 Membership.....	17
4.4 Alternative Delegate	17
4.5 Composition and membership of the State Executive.....	18
4.6 Election of executive members.....	18
4.7 Casual Vacancies	19
4.8 Removal of State Executive Members	20
4.9 Departmental Advisors	20
5. Annual General Meeting	21
5.1 Notice of AGM.....	21
5.2 Business of the AGM	21
5.3 Voting	21
5.4 Frequency of Meetings	21

5.5	Quorum.....	22
5.6	Powers to Call Extraordinary Meetings.....	22
5.7	Quorum	22
6.	Annual State Council Executive Election Meeting (ASCEEM)	23
6.1	Notice of ASCEEM	23
6.2	Business of the ASCEEM.....	23
6.3	Voting	23
6.4	Frequency of Meetings	23
6.5	Quorum	24
7.	State Council General Meeting (SCGM).....	25
7.1	Notice of SCGM.....	25
7.2	Business of SCGM.....	25
7.3	Voting.....	25
7.4	Frequency of meetings.....	25
7.5	Quorum.....	26
8	Responsibilities	27
8.1	State President	27
8.2	State Vice President	27
8.3	State Secretary	27
8.4	State Treasurer.....	28
8.5	Public Relations Officer	28
8.6	Region Delegates.....	28
8.7	Unit Representatives.....	29
9.	Interpretation and Amendment of this Constitution	30
9.1	Interpretation of Constitution.....	30
9.2	Precondition to Moving an Amendment	30
9.3	Percentage required to carry a Motion of Amendment	30
9.4	Power to Make Regulations	30
10	Meetings and Written Notice	31
10.1	Meetings by telephone, etc.	31
10.2	Written Notice.....	31
11.	Finance	32
11.1	Financial Year	32
	Appendix 1.....	33

1. General (Part 1)

1.1 Introduction

- (1) This is the Constitution of the New South Wales State Emergency Service Volunteers Association.

1.2 Name

- (1) The name of the Association is “The New South Wales State Emergency Service Volunteers Association”. The association is referred to in this Constitution as the “SESVA”.

1.3 Objectives

- (1) The objectives of the SESVA are to:
- (a) Provide educational scholarships to volunteers to provide long-term benefit to the community by facilitating a highly skilled volunteer base.
 - (b) Provide grants to volunteer units to assist with funding resources to help them better educate and serve the public
 - (c) Provide public education on how to protect and prepare themselves and their property from the effects of storms and floods
 - (d) Provide funds to support the families of volunteers in the event of hardship caused by injury or death whilst executing their duties as an SES volunteer.
 - (e) Act as a focal point for SES volunteers to assist NSW State Emergency Service in regards to improving our capacity to respond to community needs during and after emergencies.
 - (f) Provide a forum for the consolidation and representation of the views and concerns of the Members of the SESVA via such mechanisms as may be appropriate, including but not limited to, communication via the JVCC, directly with the NSW SES Commissioner and Directors and directly with the appropriate Government Minister and the Opposition Shadow Minister.

1.4 Structure

- (1) The structure of the SESVA will be:
 - (a) An elected delegate from each Region or such other Regional or Administrative grouping as may be appropriate
 - (b) A State Council
 - (c) The State Executive

1.5 Powers

- (1) The SESVA:
 - (a) Shall have all powers necessary or incidental to the achievement of its objectives including the power to raise and control its own funds;
 - (b) Is constituted to carry out its objectives; and
 - (c) Shall apply its income and property solely towards its objectives.
 - (d) No portion of SESVA income or property shall be paid or transferred directly or indirectly to members by way of profit. This sub-clause shall not prevent:
 - (i) The payment or reimbursement of expenses incurred by a Member on behalf of the SESVA; or
 - (ii) The provision of scholarships or grants to Members of SES for educational or training purposes relative to SES.
 - (iii) The provision of development grants to Units.
 - (iv) The employment of persons for the purpose of pursuing the Objectives.

1.6 Definitions

- (1) In this constitution the following words and expressions shall have the meanings assigned to them, unless the context otherwise requires:
- (a) "AGM" means the Annual General Meeting of the Association;
 - (b) "ASCEEM" means the Annual State Council Executive election meeting of the State Council.
 - (c) "Association" means the New South Wales State Emergency Service Volunteers Association Incorporated
 - (d) "Commissioner" means the CEO of the Service as appointed by the NSW State Government from time to time.
 - (e) "Committee" means the State Council of the SESVA
 - (f) "Controllers Handbook" means the book provide by the Service to give guidance to volunteer SES Controllers.
 - (g) "Department" means that part of the New South Wales State Emergency Service which employs permanent staff;
 - (h) "Departmental Advisor" means paid staff nominated by the Commissioner of SES to attend committee meetings when requested to advise the committee on technical matters as requested by the committee.
 - (i) "EOS" means "Everyone's Online Service" an internet service set up by the SES that includes an e-mail address for every SES Volunteer.

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- (j) “JVCC” means the Joint Volunteers Consultative Council as defined in the SES Act 1989, as amended from time to time.
 - (k) “Member” means a member of the SESVA as defined in clause 2 of this Constitution;
 - (l) “Public Officer” means the public officer of the association as defined and required by “the Act” and Regulation
 - (m) “Region Delegate” means the elected SES volunteer from each SES Region to represent the volunteers from that Region on the State Council.
 - (n) “Region” means a Region of the NSW SES in accordance with clause 3 of this Constitution;
 - (o) “SCGM” means State Council General Meeting
 - (p) “SES Act 1989” means the New South Wales State Emergency Service Act 1989, as amended from time to time.
 - (q) “State Council” means the elected Region Delegates and may be referred to as the Committee.
 - (r) “State Executive” means the executive members of the association elected by the State Council
 - (s) “Service” means the New South Wales State Emergency Service (SES).
 - (t) “the Act” means the Associations Incorporations Act 2009.
 - (u) “the Regulation” means the Associations Incorporation Regulation 2010.
 - (v) “volunteer” means an SES volunteer as defined in “Chapter 3 – Volunteer Membership” of the Controllers Handbook

- (2) In this constitution “secretary” means:
- (a) The person holding office under this constitution as secretary of the association,
or
 - (b) If no such person holds that office-the public officer of the association.
- (3) In this constitution:
- (a) A reference to a function includes a reference to a power, authority and duty, and
 - (b) A reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.
- (4) The provisions of the *Interpretation Act 1987* apply to and in respect of this constitution in the same manner as those provisions would so apply if this constitution were an instrument made under “the Act.”

1.7 Winding Up

- (1) If the SESVA is dissolved or wound up and all its debts are paid, any property remaining shall be given to a body chosen by the State Council which has objectives similar to the objectives of the SESVA and which prohibits distribution of property to its Members at least to the same extent as this Constitution.
- (2) If the State Council does not choose a body to receive the property of the SESVA, the property shall be transferred to the Department to be held in trust.
- (3) If the SESVA is not reformed within twelve months of its dissolution, the property shall be deemed to have been assigned to the Department for use in assisting the Service.

2. Membership (Part 2)

2.1 Membership Eligibility

- (1) A person is eligible to be a member of the association if:
- (a) The person is an active SES volunteer, as outlined and defined in the Controllers' Handbook of the New South Wales State Emergency Service.
 - (b) The person has been nominated and approved for membership of the association in accordance with clause 2.2.
- (2) A person is taken to be a member of the association if:
- (a) The person is an active SES volunteer, as outlined and defined in the Controllers' Handbook of the New South Wales State Emergency Service and
 - (b) The person was a member of the NSW SESVA immediately before incorporation of the association.
 - (c) A person is taken to be a member of the association if the person was one of the individuals on whose behalf an application for registration of the association under section 6 (1) (a) of the Act was made.

2.2 Nomination for membership:

- (1) A nomination of a person for membership of the association:
- (a) must be made by a member of the association in writing in the form set out in Appendix 1 to this constitution,
 - (b) must be seconded by a member of the association in writing in the form set out in Appendix 1 to this constitution, and
 - (c) must be lodged with the secretary of the association.

- (2) As soon as practicable after receiving a nomination for membership, the secretary must refer the nomination to the committee which is to determine whether to approve or reject the nomination
- (3) As soon as practicable after the committee makes that determination, the secretary must:
 - (a) Notify the nominee, in writing, that the committee approved or rejected the nomination (whichever is applicable).
- (4) If the nominee is approved the secretary must enter or cause to be entered the nominee's name into the register of members and, on the name being so entered, the nominee becomes a member of the association.

2.3 Cessation of a member:

- (1) A person ceases to be a member of the association if the person:
 - (a) Dies, or
 - (b) Resigns membership, or
 - (c) Is expelled from the association.
 - (d) Resigns or is expelled from membership of the SES

2.4 Membership entitlements not transferable:

- (2) A right, privilege or obligation which a person has by reason of being a member of the association:
 - (a) is not capable of being transferred or transmitted to another person, and
 - (b) terminates on cessation of the person's membership
 - (c) terminates on cessation of the person being an SES volunteer as determined in the SES Controllers Handbook

2.5 Resignation of membership

- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member
- (2) If a member of the association ceases to be a member under subclause (1) and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

2.6 Register of members

- (1) The Public Officer of the association must establish and maintain a register of members of the association specifying the name and postal or residential address of each person who is a member of the association together with the date on which the person became a member.
- (2) The register of members must be kept in New South Wales:
 - (a) at the main premises of the association, or
 - (b) if the association has no premises, at the association's official address.
- (3) The register of members must be open for inspection, free of charge, by any member of the association at any reasonable hour.
- (4) A member of the association may obtain a copy of any part of the register on payment of a fee of not more than \$1 for each page copied.
- (5) If a member requests that any information contained on the register about the member (other than the member's name) not be available for inspection that information must not be made available for inspection.
- (6) A member must not use information about a person obtained from the register to contact or send material to the person, other than for:

- (a) the purpose of sending the person a newsletter, a notice in respect of a meeting or other event relating to the association or other material relating to the association, or
- (b) any other purpose necessary to comply with a requirement of the Act or the Regulation

2.7 Fees and subscription

- (1) There is no membership fee, annual subscription fee or any similar fee payable by members, whether upon joining the SESVA, annually or on any other basis.

2.8 Members' liabilities

- (1) The members of the association have no liability to contribute towards the payment of debts and liabilities of the association or the cost, charges and expenses of the winding up of the association.

2.9 Resolution of disputes

- (1) A dispute between a member and another member (in their capacity as members) of the association, or a dispute between a member or members and the association, are to be referred to a community justice centre for mediation under the Community Justice Centre Act 1983
- (2) If a dispute is not resolved by mediation within 3 months of the referral to a community justice centre, the dispute is to be referred to arbitration.
- (3) The Community Arbitration Act 1984 applies to any such dispute referred to arbitration.

2.10 Disciplining of members

- (1) A complaint may be made to the State Executive by any person that a member of the association:
 - (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has willfully acted in a manner prejudicial to the interest of the association.
- (2) The State Executive may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- (3) If the State Executive decides to deal with the complaint, the State Executive:
 - (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the State Executive in connection with the complaint, and

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- (c) must take into consideration any submissions made by the member in connection with the complaint.
 - (4) The State Executive may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
 - (5) If the State Executive expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the State Executive for having taken that action and of the member's right of appeal under clause 2.11,
 - (6) The expulsion or suspension does not take effect:
 - (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 2.11, whichever is the later.

2.11 Rights of appeal of disciplined member

- (1) A member may appeal to the State Council in SCGM against a resolution of the State Executive under clause 2.10, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- (2) The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- (3) On receipt of a notice from a member under subclause (1), the secretary must:
 - (i) notify the committee that an appeal has been lodged, and that the appeal will be listed as an agenda item at the next SCGM.
 - (ii) notify the appealing member of the date and venue of the SCGM.
- (4) At a SCGM of the association convened under subclause (3):
 - (a) the State Executive and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (b) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- (5) The appeal is to be determined by simple majority of votes cast by members of the committee attending the SCGM.

2.12 Life Members

- (1) The State Council from time to time may elect a person as a Life Member of the SESVA. To be eligible as a Life Member a person must have given meritorious service to the SESVA.
- (2) A person shall be elected a Life Member of the SESVA if a motion to the effect is passed by a majority of not less than three quarters of all the members of the State Council (including those not present on the day).

2.13 Members Bound by this Constitution

- (1) Each Member agrees to be bound by the provisions of this Constitution.

3. Regions (Part 3)

3.1 Regions

- (1) Regions are defined as those areas comprising the NSW State Emergency Service Regions as determined by the Commissioner of the NSW State Emergency Service from time to time in accordance with the SES Act 1989.

3.2 Region Delegates

- (1) Region Delegates will be elected for a period of three (3) years and are eligible to stand for re-election at the end of their elected term.

3.3 Functions of Region Delegates

- (1) The functions of the Region Delegates shall be to:
 - (a) Promote the objectives and policies of the SESVA; and
 - (b) Act as the focal point to receive and represent the opinions, views, concerns and suggestions of the Members within their Region and represent the Region at the State Council.
 - (c) Other duties as determined/requested from time to time by the State Council
 - (d) With assistance from Unit Representatives, provide the Secretary of the details of members who leave the Service or otherwise become ineligible for VA membership.

3.4 Election of the Region Delegates

- (1) The State of NSW will be partitioned into three (3) zones for the purpose of SESVA Region Delegate elections, Northern Zone, Central Zone and Southern Zone.
- (2) The makeup of the zones will be determined by State Council and a transition period will be implemented to migrate from the two (2) year delegate term to the three (3) year delegate term.

(3) The Region Delegates will be elected in accordance with the following provisions:

- (a) The State Council will call for expressions of interest from a separate Zone each year from all the Members of each Region located within the said Zone.
- (b) The State Council will prepare a ballot from the members of the Regions' located within the Zone who have expressed an interest in being a Region Delegate, and distribute it to all SESVA Members within the Region for voting.
- (c) The determination of the successful Region Delegate shall be drawn from the result of a majority vote and all candidates will be advised of the result of the ballot.
- (d) If only one nomination is received from the Region that nominee will be appointed the Region Delegate.
- (e) The term of office will start from the beginning of the election of office bearers when conducted at the ASCEEM in the year of the Zone election.

(4) Mid Term Elections

- (a) If a Region delegate position becomes vacant for whatever reason, Nominations will be called by State Council to fill the vacant position
- (b) If only one nomination is received that nominee shall be appointed the Region Delegate
- (c) If more than one nomination is received an election will be conducted as per clause 3.4 (3)
- (d) The new Delegates appointment will only be until the next Zone election.

4. State Council (Part 4)

4.1 Formation

- (1) There shall be a State Council.

4.2 Powers of the State Council

- (1) Subject to the Act, the Regulation and this constitution the State Council:
 - (a) Shall be the deliberative body in the SESVA with powers to make and direct policy, and generally to take such actions as it considers necessary for the furtherance of the SESVA and its objectives.
 - (b) The general management of the affairs of the SESVA shall be vested in the State Council.
 - (c) The State Council may, from time to time, determine the form of the Treasurer's Statement and Auditor's Report.

4.3 Membership

- (1) The State Council shall consist of a Delegate from each Region.

4.4 Alternative Delegate

- (1) If an elected Delegate to the State Council is unable to attend a meeting of the State Council, the Delegate may appoint in writing an alternative Delegate to attend in that persons stead.

4.5 Composition and membership of the State Executive

- (1) The State Executive shall consist of:
 - (a) State President;
 - (b) State Vice President;
 - (c) State Secretary;
 - (d) State Treasurer; and
 - (e) Public Relations Officer
- (2) No individual shall be permitted to hold more than one position on the State Executive at one time. Should any individual be elected to more than one position, they are to immediately resign from all except one of those positions.
- (3) The State Executive shall take care of the day-to-day affairs of the SESVA. A report of these affairs must be made to the State Council on a quarterly basis.
- (4) In the event that the SESVA appoints a paid Executive Officer, the said Officer will take care of the day-to-day affairs of the association along with other duties as directed. The Executive Officer will be accountable to the State Council and report directly to the State President.
- (5) The State Executive may authorize payments on behalf of the SESVA.
- (6) The State Executive may, from time to time, give directions concerning the manner in which the SESVA is to administer any funds it holds.
- (7) Each member of the executive is, subject to this constitution, to hold office until the beginning of the election of office bearers when conducted at the ASCEEM, but is eligible for re-election.

4.6 Election of Executive Members

- (1) Elections for office bearers must be conducted at each ASCEEM in accordance with the following:
 - (a) The election is to be presided over by a Departmental Advisor;
 - (b) Each elected member of the State Council shall be entitled to one vote in the ballot for each position on the State Executive.
 - (c) There is to be a secret ballot; and
 - (d) The determination of the ballot shall be by majority vote.

4.7 Casual Vacancies

- (1) In the event of a casual vacancy occurring in the membership of the State Executive, the committee may appoint a member of the State Council to fill the vacancy and the member so appointed is to hold office, subject to this constitution, until the beginning of the election of office bearers when conducted at the ASCEEM next following the date of appointment.
- (2) A casual vacancy in the office of a member of the State Executive occurs if the member:
 - (a) dies, or
 - (b) ceases to be a member of the association, an SES volunteer or
 - (c) becomes an insolvent under administration within the meaning of the Corporations Act 2001 of the Commonwealth, or
 - (d) resigns office by notice in writing given to the secretary, or
 - (e) is removed from office under clause 4.8, or
 - (f) becomes a mentally incapacitated person, or
 - (g) is absent without the consent of the committee from 3 consecutive meetings of the committee, or
 - (h) is convicted of an offence involving fraud or dishonesty for which the maximum penalty on conviction is imprisonment for not less than 3 months, or
 - (i) is prohibited from being a director of a company under part 2D.6 (Disqualification from managing corporations) of the Corporations Act 2001 of the Commonwealth.

4.8 Removal of State Executive Members

- (1) The State Council in SCGM may by resolution remove any member of the executive from the office of member before the expiration of the member's term of office and may by resolution appoint another person to hold office until the expiration of the term of office of the member so removed.
- (2) If a member of the State Council to whom a proposed resolution referred to in subclause (1) relates makes representations in writing to the secretary or president (not exceeding a reasonable length) and requests that representations be notified to the members of the State Council, the secretary or the president may send a copy of the representations to each member of the State Council or, if the representations are not so sent, the member is entitled to require that representations be read out at the meeting at which the resolution is considered.

4.9 Departmental Advisors

- (1) Department Advisors may be invited to attend Council Meetings.

5. Annual General Meeting (AGM) (Part 5)

- (1) The AGM of the association shall be held no later than the 1st of December in each year or as determined by the State Executive.

5.1 Notice of AGM

- (1) The State Secretary shall give at least 21 days' notice in writing of the date, time, place and agenda of the AGM to each member of the association. Such notice is deemed to have been given if transmitted to each member via their nominated e-mail or SES EOS e-mail address.

5.2 Business of the AGM

- (1) The business of each association AGM shall include:
 - (a) Confirmation of the Minutes of the previous AGM;
 - (b) Consideration of a written report of the State Executive;
 - (c) Consideration of the Treasurers Statement and Auditors Report for the year;
 - (d) Consideration of any motion to amend this Constitution; and
 - (e) Any other business of which notice has been given.
- (2) The State Secretary shall ensure that all association members are advised of the date, time, place and agenda of the AGM.
- (3) The State President shall normally chair all meetings of the association
- (4) Should the State President be absent, unwilling, or unable to chair a meeting, the State Vice President shall chair the meeting.

5.3 Voting

- (1) All questions arising at a meeting of the association shall be decided by majority vote of those Members of the association present and entitled to vote unless otherwise specified in this Constitution.
- (2) The Chairperson of a meeting of the association shall have both the deliberative and casting vote.
- (3) Proxy votes not permitted

5.4 Frequency of Meetings

- (1) The association shall meet at least once each calendar year.

5.5 Quorum

- (1) The quorum for the AGM of the association is at least fifteen (15) members of the association
- (2) Where a meeting is called but does not achieve a quorum and a second meeting is called within thirty (30) days, the Members of the association attending the second meeting shall be deemed to constitute a quorum, provided that all Members of the association received no less than seven (7) days' notice of the second meeting.

5.6 Powers to Call Extraordinary General Meetings

- (1) The committee may, whenever it thinks fit, convene a special general meeting of the association.
- (2) The committee must, on the requisition in writing of at least 25 per cent (25%) of the total number of members, convene a special general meeting of the association.
- (3) A requisition of members for a special general meeting:
 - (a) Must state the purpose or purposes of the meeting, and
 - (b) Must be signed by the members making the requisition, and
 - (c) Must be lodged with the secretary, and
 - (d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- (4) If the committee fails to convene a special general meeting to be held within 1 month after that date on which a requisition of members for the meeting is lodged with the secretary, any one or more of the members who made the requisition may convene a special general meeting to be held not later than 3 month after that date.
- (5) A special general meeting convened by a member or members as referred to in subclause (4) must be convened as nearly as is practicable in the same manner as general meetings are convened by the committee.

5.7 Quorum

- (1) The quorum for a special general meeting of the association is at least fifteen (15) members of the association.
- (2) Where a meeting is called but does not achieve a quorum and a second meeting is called within thirty days, the Members of the association attending the second meeting shall be deemed to constitute a quorum, provided that all Member of the association received no less than seven days' notice of the second meeting.

6. Annual State Council Executive Election Meeting (ASCEEM) (Part 6)

- (1) The ASCEEM of the State Council shall be held no later than the 1st of December in each year or as determined by the State Executive.

6.1 Notice of the ASCEEM

- (1) The State Secretary shall give at least 21 days' notice in writing of the date, time, place and agenda of the ASCEEM to each member of the State Council.

6.2 Business of the ASCEEM

- (1) The business of each ASCEEM shall include:
 - (a) Confirmation of the Minutes of the previous ASCEEM;
 - (b) Consideration of a written report of the State Executive;
 - (c) Consideration of the Treasurers Statement and Auditors Report for the year;
 - (d) Appointment of an auditor for the forthcoming year.
 - (e) Election of the office bearers of the State Executive
 - (f) Any other business of which notice has been given.
- (2) The State President shall normally chair all meetings of the association.
- (3) Should the State President be absent, unwilling, or unable to chair a meeting, the State Vice President shall chair the meeting.

6.3 Voting

- (1) All questions arising at a meeting of the State Council shall be decided by majority vote of those Members of the State Council present and entitled to vote unless otherwise specified in this Constitution.
- (2) The Chairperson of a meeting of the State Council shall have both the deliberative and casting vote.

6.4 Frequency of Meetings

- (1) The ASCEEM shall be held once each calendar year

6.5 Quorum

- (1) The quorum for the ASCEEM is at least 3 members of the State Executive plus 6 Region Delegates.
- (2) Where a meeting is called but does not achieve a quorum and a second meeting is called within thirty days, the Members of the State Council attending the second meeting shall be deemed to constitute a quorum, provided that all Members of the State Council received no less than seven days' notice of the second meeting.

7. State Council General Meeting (SCGM) (Part 7)

- (1) In the interest of transparency and to facilitate the achievement of the objectives of the association the State Council shall conduct regular SCGMs.

7.1 Notice of SCGM

- (1) The State Secretary shall give at least 21 days' notice in writing of the date, time, place and agenda of the SCGM to each member of the State Council.

7.2 Business of the SCGM

- (1) The business of the SCGM shall include:
 - (a) Confirmation of the minutes of the previous SCGM
 - (b) Consideration of a written report of the State Executive
 - (c) Consideration of Treasurers report
 - (d) Consideration of Committee reports
 - (e) Consideration of paid employee(s) reports
- (2) Consideration of any items arising concerning clause 2.10 and 2.11 of the constitution.

- (3) General business session.

- (4) The State President shall normally chair all meetings of the association
- (5) Should the State President be absent, unwilling or unable to chair the meeting, the State Vice President shall chair the meeting.
- (6) Should both the State President and the State Vice President be absent, unable or unwilling to chair a meeting, the members attending may elect one of their number to chair the meeting.

7.3 Voting

- (1) All questions arising at a meeting of the State Council shall be decided by majority vote of those members of the State Council present and entitled to vote unless otherwise specified in this constitution.
- (2) The Chairperson of a meeting of the State Council shall have both the deliberative and casting vote.

7.4 Frequency of meetings

- (1) The State Council shall meet at least four (4) times each calendar year.

7.5 Quorum

- (1) The quorum for a SCGM is at least two (2) members of the State Executive plus at least three (3) other Region Delegates
- (2) Where a meeting is called but does not achieve a quorum and a second meeting is called within thirty (30) days, the Members of the State Council attending the second meeting shall be deemed to constitute a quorum, provided that all Members of the State Council received no less than seven (7) days, notice of the second meeting.

8. Responsibilities (Part 8)

8.1 State President

- (1) The duties of the State President are as follows:
 - (a) Issue personally an annual report of the SESVA and forward this report to all members of the Association, State Council and any SESVA bodies.
 - (b) Preside at meetings of the association and State Council and issue the call, through the State Secretary, for all meetings of the association and State Council; and
 - (c) Be responsible for calling a general meeting of the association at least once per year (the AGM), the ASCEEM once each year and the State Council at least four times every twelve months.
 - (d) Represent the association on the Joint Volunteer Consultative Council
- (2) Other duties as determined/requested by State council

8.2 State Vice President

- (1) The duties of the State Vice President are as follows:
 - (a) Act on behalf of the State President where required or requested;
 - (b) Preside at meetings of the association and State Council and issue the call, through the State Secretary, for all meetings of the association and State Council when the State President is unable to do so; and
 - (c) Be responsible for calling a meeting of the association at least once per year and the State Council at least four times every twelve months when the State President is unable to do so.
- (2) Other duties as determined/requested by State Council

8.3 State Secretary

- (1) The secretary of the association must, as soon as practicable after being appointed as secretary, lodge notice with the association of his or her address.
- (2) It is the duty of the secretary to keep minutes of:
 - (a) all appointments of office-bearers and members of the committee, and
 - (b) the names of members of the committee present at a committee meeting or a general meeting, and
 - (c) all proceedings at committee meetings and general meetings.

-
- (3) Minutes of proceedings at a meeting must be signed by the chairperson of the meeting or by the chairperson of the next succeeding meeting.
 - (4) Other duties as determined/requested by State Council

8.4 State Treasurer

- (1) It is the duty of the treasurer of the association to ensure:
 - (a) that all money due to the association is collected and received and that all payments authorized by the association are made, and
 - (b) that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association.
 - (c) that the Treasurer' Statements and Auditors reports required to be presented at AGMs, ASCEEMs and SCGMs are presented.
- (2) Other duties as determined/requested by State Council

8.5 Public Relations Officer

- (1) The duties of the Public Relations Officer are as follows:
 - (a) Implements Executive and State Council Strategies to the SESVA for media liaison and communications, publications and public relations;
 - (b) Public Relations – Working with the Executive and State Council to encourage active volunteer participation in the SESVA, to promote the activities of the SESVA amongst the volunteers in SES, and to promote the views of the SESVA in the public forum.
 - (c) The Development of Publications and Associated Materials – Assisting with the design and production of SESVA publications
- (2) Other duties as determined/requested by State Council

8.6 Region Delegates

- (1) It is the duty of Region Delegates of the association to:
 - (a) Assist where required by the State Council;
 - (b) Process particular issues as delegated;
 - (c) Communicate SESVA information to all Members and units in their region.
 - (d) Distribute information and newsletters to Members
 - (e) Assist the State Secretary in updating membership lists on an ongoing basis.

- (f) Assist in the establishment of Unit Representatives.
- (g) Develop a working relationship with their Region Controller
- (h) Visit all SES Units within their Regions at least once during their term of office.
- (i) Attend training courses as determined by State Council
- (j) Represent the association on Region Consultative Committees

(2) Other duties as determined/requested by State Council

8.7 Unit Representatives

- (1) The duties of Unit Representatives shall be to handle all SESVA affairs at a Unit level; including keeping all membership lists up to date and advising their Region Delegates and the State Secretary as and when members cease to qualify for SESVA membership.

9. Interpretation and Amendment of this Constitution (Part 9)

9.1 Interpretation of Constitution

- (1) Issues relating to the interpretation of this Constitution which arise at a meeting of the association or State Council shall be decided in the first instance by a ruling of the Chairperson of the meeting.
- (2) A ruling of the State Executive on any matter relating to this constitution shall be binding upon the SESVA unless it is overruled by a resolution of the State Council.

9.2 Precondition to Moving an Amendment

- (1) A motion for amendment of this Constitution shall not be considered unless the intention to move the amendment is included in the notification of the AGM distributed in accordance with clause 5 of the Constitution

9.3 Percentage required to carry a Motion of Amendment

- (1) A motion amending this Constitution shall not be carried unless at least two thirds of members voting vote in favour of it.

9.4 Power to Make Regulations

- (1) The State Council shall have power to make regulations consistent with this Constitution.
- (2) Regulations made in accordance with these provisions shall not form part of the constitution.

10. Meetings and Written Notice (Part 10)

10.1 Meetings by telephone, etc.

- (1) A reference in this Constitution to a validly constituted meeting includes a reference to a situation where, through a link established by means of any system of telephone, audio or audio visual communication, the member or members absent from the place appointed for a meeting can hear and be heard by:
 - (a) One another (if more than one); and
 - (b) The Member or Members in attendance at the place, for the purposes of being present at the meeting.
- (2) Members are deemed to be present at a meeting when part subclause (1) applies.
- (3) A meeting may be validly constituted under clause 10.1 (1) only if:
 - (a) The nature of the communication link is made known to each member entitled to be present at the meeting; and
 - (b) Each Member entitled to be present at the meeting is given a reasonable opportunity to participate in the meeting by way of the communication link.

10.2 Written Notice

- (1) If written notice is required to be given by this Constitution, the notice shall be effective if handed personally to the person concerned or if sent by pre-paid post to the last known address of the member or if sent via email to the last known email address of the member. An SES EOS e-mail address may be utilized for this purpose. If the notice is sent by pre-paid post the time of giving notice shall be the date of posting. If the notice is sent by email the time of giving notice shall be the date of sending the email.

11. Finance (Part 11)

11.1 Financial Year

(1) The Financial year shall be the 1st July to the 30th June.

Appendix 1

APPLICATION FOR MEMBERSHIP OF NSW SES VOLUNTEERS ASSOCIATION INCORPORATED

ABN 21 688 925 78 (incorporated under the *Associations Incorporation Act 2009*)

I,
(full name of applicant)

of Post Code
(address)

.....
(occupation) (E-mail Address)

hereby apply to become a member of the above-named incorporated association. In the event of my admission as a member, I agree to be bound by the constitution of the Association for the time being in force.

SES ID Number
Signature of applicant

Date

I, a member of the Association,
(full name)
nominate the applicant, who is personally known to me, for membership of the Association.

.....
Signature of proposer

Date

I, a member of the association,
(full name)
second the nomination of the applicant, who is personally known to me, for membership of the Association.

.....
Signature of seconder

Date

I, Controller of the Unit of
(full name)
the NSW State Emergency Service certify that the above-named applicant has completed Probation, has been appointed and is an Active Member of this Unit.

.....
Signature of SES Controller

Date

When completed, please send this form to:
The Secretary
NSW SES Volunteers Association Inc

P.O. Box 20
MANAHAN NSW 2200 or fax to (02) 9832 2564, or scan and e-mail to Secretary@nswsesva.org.au
V6

OFFICE USE ONLY					
Date received by Secretary		Date referred to Council		Application Accepted?	
Date Accepted		Date Applicant notified		Date entered on Register	
Applicant notified by e-mail		Applicant notified by letter		Entered by	