



PALMERSTON AND LITCHFIELD SENIORS ASSOCIATION INC. (PLSA)

 *Linking Seniors through
Smart Partnerships*

BY-LAWS

(AS IN FORCE 01 JANUARY 2026)

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1 Statement

Palmerston And Litchfield Seniors Association Incorporated (PLSA), By-Laws outline the governance structure, rules, regulations, and procedures that the Association operates within, when delivering professional services to Seniors of the Palmerston and Litchfield regions.

Background

The organisation, was incorporated on the 24 November 2014, having commenced operation in 1997 under previous name/s. The Association, in 2019 amended its constitution, including its name and all documentation to the Palmerston And Litchfield Seniors Association Incorporated (PLSA), as approved on the 7 March 2019. The Association's Incorporation Number is: IA03188.

The official name of the Association is the "Palmerston And Litchfield Seniors Association Incorporated" herein referred to as the Association or PLSA (these terms may be used interchangeably). The official address for the purpose of receiving notices/grants/mail is PO Box 4082, Palmerston Northern Territory 0831, whilst the registered office is 14 McPhee Place, GUNN Northern Territory 0832.

All Committee Members of the Association receive a copy of the PLSA By-Laws, as amended from time to time.

2 Changing By-Laws

The Association can change its rules by passing a resolution at a General Committee Meeting of the Association.

The catalyst for changing the By-Laws of the Association is to:

1. Determine what amendments may be necessary.
2. Draft a new or amended copy of the By-Laws, ensuring the amendments comply with the:
 - Associations Act 2023 (As in Force 01 July 2024); Department of Industry, Tourism and Trade.
 - Associations Regulations 2004 (as in Force 21 April 2023).
 - Gambling Control Act 1993 (As in Force 01 July 2025); Department of Industry, Tourism and Trade.
 - Gaming Control (Community Gaming) Regulations 2006 (As in Force 01 February 2023).
 - Work Health And Safety Act 2011 (National Uniform Legislation) (As in Force at 01 February 2020); and
 - Palmerston And Litchfield Seniors Association Inc. (PLSA) Constitution (As in Force at 07 March 2019).
 - Directives affecting the Association's operations may be advised by Government, including those of the Chief Health Officer (CHO) which may impact on the PLSA.
3. Send notice to all Committee Members stating in full all proposed resolutions to be voted on at a General Committee Meeting.
4. Convene a General Committee Meeting of Committee Members to consider the amendments.

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5. Pass the amendments by one or more resolutions with a 75% approval of members present.

Each of these steps is deliberated in more detail below.

2.1 What changes are needed?

The rationale to implement changes to its By-Laws is as follows:

- By-Laws have become inadequate/obsolete to serve the changing needs of the Association.
- By Laws are ineffective in dealing with issues faced by the Association.
- By Laws are simply out of date and need updating.
- The Acts of Parliament under which the Association operates have been amended or updated.
- A directive from Government which might impact the Association.

The Association's Committee Members have the task of planning changes to the By-Laws in consultation with the Public Officer.

2.2 Do the rules comply?

All incorporated Associations are required to comply with the provisions of the Associations Act 2003, As in Force 01 July 2024 and their rules must not be inconsistent with these provisions.

2.3 Calling the Meeting

For any alteration of the By-Laws to be valid, the Association must comply with the following procedure in calling the meeting.

To approve alterations to the By-Laws, the meeting must be a **General Committee Meeting**. All Committee Members of the Association, whether they have voting rights or not, must be given notice of the meeting and be invited to attend. This requirement of the Associations Act requires that all Committee Members having the opportunity to know about By-Law changes.

The Association must, therefore, in accordance with the By-Laws, give notice to **ALL** Committee Members of the time, date, venue and purpose of the General Committee Meeting. Note that sometimes, the By-Laws of the Association provide for a longer notice period for a General Committee Meeting where a special resolution is to be considered.

On occasions, the Association's changes to its By-Laws may be extensive and it could be inefficient or confusing to list every change individually. In this case, it may be appropriate to provide each Committee Member in attendance at the General Committee Meeting with a copy of the new By-Laws, as they will appear after approval. The notice of resolution might then read: "It is proposed to adopt the new By-Laws in place of all other existing By-Laws of the Palmerston And Litchfield Seniors Association Inc."

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3 By-Laws

3.1 Register of Committee Members

- 3.1.1 The Association will maintain a Register of the Association's Committee Members in accordance with the Associations Act, Division 2, Section 34.
- 3.1.2 The Register of the Association's Committee Members will include the following details:
- (a) full name.
 - (b) position within the Association.
 - (c) address – both residential and postal.
 - (d) Date a person became a member or resigned from the Association Committee.
 - (e) contact email address (if member has one); and
 - (f) all known contact details.
- 3.1.3 The Public Officer will maintain the Register of Association's Committee Members on **Form OF01 -Register of Association Committee Members**.

3.2 Committee Membership

- 3.2.1 All applications for General Committee Membership will be in writing on the approved form, which will be lodged with the Secretary or Public Officer, not less than 7 days before the next Annual General Meeting or General Committee Meeting (should a casual vacancy exist) (in accordance the Associations Act) using the forms listed below:

**OF02 – Application For Committee Membership; and
OF02.1 – General Committee MEMBERSHIP Position ONLY.**

Note that all applicants **MUST** be a financial member of the Association, having completed **Form OF23 – Association Membership Application** and meet the criteria as specified in Clause 3.2.7 and 3.2.8.

- 3.2.2 Membership of the General Committee, notwithstanding the Management Team will be a maximum of 10 members.
- 3.2.3 The application form will be proposed and seconded by a current financial Committee Members of the Association.
- 3.2.4 The Secretary or Public Officer will table all applications for General Committee Membership of the Association at the next Annual General Meeting of the Association or in accordance with filling a casual vacancy on the General Committee (in accordance with Clause 29 and 33 of the PLSA Constitution).
- 3.2.5 In accordance with the Constitution, Clause 10 – subclause 3, if a prospective member appeals the Association's decision, the Association will consider the appeal and a final decision will deem to have been given to the prospective Committee Member when the Secretary or President either posts or emails a letter to the prospective Committee Member at their last known address from the recorded date within 14 days.

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- 3.2.6 General Committee Membership of the Association is open to all eligible Seniors residing in the City of Palmerston and Litchfield Council region and in accordance with clause 3.2.7.
- 3.2.7 To be eligible for nomination onto the Association Committee the applicant must be a financial member of the Association, having met the following criteria prior to paying their membership fees:
 - 3.2.7.1 Provide proof of age utilising a valid NT Seniors Card OR current Drivers licence OR a current 18+ Card.
 - 3.2.7.2 Provide proof of residency that they are resident of City of Palmerston or Litchfield Council region (This evidence excludes items such as a PO Box).
- 3.2.8 Eligible seniors will complete and return to the Secretary or Public Officer, the following forms to become a financial member of the Association and pay the requisite fees.

**Form OF23 -Association Membership Application; and
OF02 – Application for Committee Membership
OF02.1 –General Committee Membership Position ONLY**

If applying for a committee position, the applicant must be financial members of the Association at the time of lodging their forms in accordance with Sub Clause 3.2.1.

3.3 Suspension or Expulsion of Members

- 3.3.1 Should the Association consider suspending or expelling a member/s it shall comply with the Constitution Clause 21, subclause 1 through 5.
- 3.3.2 If the Association suspends or expels a member, their written notice, in accordance with the Constitution, Clause 21 – subclause 2(1) and (2) will deem to have been given to the member when the Secretary either posts or emails a letter to the member at their last known address from the recorded date within 14 days.
- 3.3.3 In accordance with the Constitution, Clause 22 – subclause 2, an appellant to the Association’s decision, notwithstanding Clause 22 – subclause 1, will be invited to join an Association General Committee Meeting relevant to the agenda item to discuss their appeal, related only to their suspension/expulsion.

The appellant, appealing the Association’s suspension/expulsion decision is not entitled to have or present legal representation or documentation at the General Committee Meeting.
- 3.3.4 Following the discussion, the appellant will be requested to leave the meeting, after the agenda item has been discussed in order that the Association may deliberate and conclude a decision, passing a resolution to that effect.
- 3.3.5 Once the Association has passed a resolution to reverse or uphold the decision; the appellant will receive written notice from the Secretary either by post or email to the appellant’s last known address from the recorded date within 14 days.
- 3.3.6 All grievance and disputes procedures between members or with the Committee are documented in the Constitution, Clause 56, and subclause 1 through 10.

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3.4 **Nomination to Management Team (Committee) Position**

- 3.4.1 **Form 0F03 – Nomination to Management Team Position** form must be completed and submitted to the Secretary or Public Officer 7 days before a General Committee Meeting/Annual General Meeting unless the vacancy is being filled in accordance with the Constitution, Clause 29 and 33, noting By-Law Clauses 3.4.3, 3.4.4 and 3.4.5 are still applicable.

The Management Team will compose of the following positions in accordance with the Constitution Clause 24:

- 3.4.1.1 President.
- 3.4.1.2 Vice President.
- 3.4.1.3 Secretary.
- 3.4.1.4 Treasurer; and
- 3.4.1.5 Public Officer.

- 3.4.2 Both the person who proposes and seconds the application for a Management Team position must be a current financial Committee Members of the Association.
- 3.4.3 In addition to By-Law Clause 3.4, subclause 3.4.1, **ALL** prospective applicants applying for a Management Team position of the Association **MUST** undertake a Criminal History Check – Name Check at their own expense (This form is available from NT Police Stations or online).
- 3.4.4 The Criminal History Check **MUST** be conducted in a timely manner by the applicant, ensuring that the applicant presents the **original or certified copy** of the National Police Certificate to the Secretary or Public Officer 7 days before the General Committee Meeting/Annual General Meeting where the application is being considered.
- 3.4.5 Notwithstanding By-Law Clause 3.4, subclause 3.4.3, if the applicant currently holds a National Police Certificate which has an issue/expiry date of less than 24 months (2 years) from the date of the General Committee Meeting/Annual General Meeting date, this may be presented to the Secretary or Public Officer and is deemed satisfactory.
- 3.4.6 If the applicant is then elected to a position on the Management Team and has a valid receipt for the Criminal History Check, the Association will reimburse the applicant for their out-of-pocket expenses once the Treasurer receives the receipt for financial records.

Note: All unsuccessful applicants not elected to the Management Team will not receive a reimbursement for their Criminal History Check.

- 3.4.7 Notwithstanding Clause 3.2 and Clause 3.4, subsection 3.4.1 to 3.4.6, in the event that there shall be more nominations for either the Management Team or General Committee an election will be conducted.

In conducting any Election, SOP08 – Election Procedures must be complied with and the officer responsible is the Public Officer.

3.5 **Grants Officer**

- 3.5.1 The Association may, from its elected members, nominate a Grants Officer at its first General Committee Meeting after the AGM and that person shall hold the

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position for 12 months. The Grants Officer will be eligible for renomination and will operate within the boundaries of:

- SOP10 – Grants Committee; and
- AF08 – Role Description – Grants Officer.

3.5.2 On behalf of the Association the Grants Officer will be responsible for:

3.5.2.1 Drafting grant applications on behalf of the Association.

3.5.2.2 Submitting the draft grant applications to either the Management Team or General Committee for approval **PRIOR** to submissions being forwarded to the relevant agency/organisation or company (whichever is applicable).

3.5.2.3 Submitting grant applications in a timely manner to the relevant agency/organisation or company.

3.5.2.4 Liaising with relevant agencies/organisations or companies on behalf of the Association.

3.5.2.5 Be instrumental in the signing of grant contracts or ensuring grant contracts are signed by the Association in the absence of the President, Vice President, or Public Officer.

3.5.2.6 Ensuring final reports/acquittals, including financial and statistical information are provided to funding agencies/companies (where applicable).

3.5.3 The Grants Officer shall be the contact person for **ALL** grant applications on behalf of the Association.

3.5.4 The Grants Officer; whilst exercising their duty will liaise/consult with relevant parties to ensure the Association’s grant submissions are as detailed and correct as possible and follow up on any queries.

3.5.5 All matters associated with sponsorship or marketing of the PLSA will be dealt with by the Public Officer who will also hold the title of Marketing & Development Manager in conjunction with discussions with the President, Vice President, or their nominee if necessary.

3.5.6 In the event that the Association has not appointed a Grants Officer, but chooses to submit a Grants Application, the Public Officer will assume the roles and edicts as listed in items 3.5.1 to 3.5.5.

3.6 **First Aid**

3.6.1 The Association’s First Aid Kits are “National Workplace Kits”, as recommended by St Johns Ambulance Services.

3.6.2 The Association’s First Aid Kits and defibrillator **are to be taken to ALL activities/events.**

3.6.3 The Association **MUST** ensure that **AT LEAST FOUR** Committee Members are holding a minimum of a Statement of Attainment for “Provide First Aid” or equivalent and attends **ALL** activities/events managed and/or supervised by the Association.

Notwithstanding the above, in addition, should members be travelling to events on an Association organised bus or other transport, there will be two Committee

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Member who are holding a minimum of a Statement of Attainment for “Provide First Aid” or equivalent on each vehicle.

- 3.6.4 The First Aid Kits **MUST** be inspected and maintained by an approved authority **ANNUALLY** eg: St Johns Ambulance. This responsibility resides with the Secretary or Public Officer.

Notwithstanding the above, the Association will ensure that there is a First Aid Kit on every bus or transport that the Association has organised, along with the First Aid personal.

- 3.6.5 The Members must also undertake a CPR Refresher **ANNUALLY**.
- 3.6.6 The Association, through the Treasurer will retain a copy of the qualification and CPR Refresher on file.
- 3.6.7 In the event that no Committee Member holds a minimum of a Statement of Attainment for “Provide First Aid” or equivalent, the Association will, pay the fees of up to four Committee Members to become appropriately qualified, in accordance with Clause 3.6.3.
- 3.6.8 The Association will, , pay the fees for the annual CPR Refresher course of up to four Committee Members to remain appropriately qualified in accordance with Clause 3.6.3.
- 3.6.9 The Automated Defibrillation Units must be serviced by an approved provider eg: St Johns Ambulance every 4 years. This responsibility resides with either the Secretary or Public Officer.

3.7 Events

- 3.7.1 The Association will liaise with the City of Palmerston and Litchfield Council, plus any other relevant stakeholders with regards to Seniors Fortnight activities/events:

- 3.7.1.1 Where required, seeking consultative assistance through the Community Development Division of the Councils or sponsors as required.

- 3.7.2 The Association will plan, manage, register Seniors annually, collecting registration fees (where applicable), produce a calendar and market all activities/events, including fundraising to ensure a successful Seniors Fortnight

- 3.7.3 The Association **MUST** undertake a Risk Assessment Strategy, utilising the following forms for all activities/events managed/organised by the Association:

- Form OF13 – Risk Assessment Procedure.**
 - Form OF14 – Risk Assessment Matrix; and**
 - Form OF31 – Pre-Event Inspection Report.**

The Association each year will appoint a Pre-Event Inspection Team (PEIT) comprising of 2 Committee Members and appoint a Chair.

The Association each year will appoint a Risk Assessment Matrix Team (RAMT) comprising of 3 Committee members and appoint a Chair.

- 3.7.4 The participants/guests attending any activity/event must be compliant with all aspects/components of the documents specified for the activity/event as associated with Clause 3.7.3, including the likes of any health directions or any other similarly required documents.

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The Association is responsible for the concerns and wellbeing of all Seniors/Carers and guests at an activity/event. The Seniors/Carer and guests must be compliant with forms associated with Clause 3.7.3. Therefore, if a non-compliance risk by a Senior/Carer or guest is too great to the Association, the participant will not be able to attend the activity/event.

This decision will be actioned by either the President or Vice President premised on a recommendation of the RAMT.

- 3.7.5 Seniors/Carers are required to book activities/events that operate during Seniors Fortnight in accordance with the PLSA requirements, including ensuring they are a financial member by 30 April of that year. This also includes paying the Seniors Fortnight Registration Fee, cost specified in the program and provide any additional information that may be provided at the time when due.

The Seniors Fortnight Registration Fee and any other applied fees and charges are reviewed, set annually by the Committee and the fee will be conveyed to members at the Morning Tea, through the Newsletter and Seniors Fortnight Program.

- 3.7.6 Before booking activities/events, Seniors/carers **MUST be financial** members of the Association in accordance with clause 3.7.20. Exemptions apply to Committee Members and partners/companions covered under Clauses 3.7.21 and 14.1.

- 3.7.7 Seniors/Carers, who have booked activities/events offered in the Seniors Fortnight, **MUST** advise the Committee if they are not able to attend, minimum of 12 hours advanced notice is required (extenuating circumstances may apply if the Management Team is advised).

- 3.7.8 Seniors/Carers who do not advise the Committee in accordance with By-Law Clause 3.7, subclause 3.7.7 that they are not attending an activity/event will be deemed as “no shows” and if this occurs for more than 2 events in any one year, they **may be penalised the following year should they book.**

- 3.7.9 In accordance with By-Law Clause 3.7, subclause 3.7.8 Seniors/Carers **MAY** be automatically disqualified from attending two (2) of the most popular events in the subsequent year or banned for an indefinite period.

- 3.7.10 In the event of an altercation/s at an activity/event, by Seniors/Carers or guests, the matter **MUST** be resolved in **ALL** circumstances by either two (2) Management Team Members of the Association or one (1) Management Team Member and one (1) General Committee Member of the Association.

- 3.7.11 Notwithstanding By-Law Clause 3.7, subclause 3.7.10 Seniors/Carers or guests who cause any altercation/s, where intervention is required **WILL** be disqualified from attending **ALL** Palmerston And Litchfield Seniors Association Inc. activities/events following three (3) altercations where intervention was required, documented and minuted at General Committee Meetings. This **WILL** be a lifetime disqualification.

- 3.7.12 The Management Team Members/General Committee Members resolving an altercation **MUST** document the incident, utilising:

**Form OF28.1 – Incident Report Form; and
Form OF 28.2 – Witness Report Form.**

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The documentation must be delivered to the President for discussion and noting/ action in the minutes of the next General Committee Meeting. The documentation **MUST** include:

- Naming the Seniors/Carers or guests.
- Describing the incident.
- Witness names and contacts (if applicable).
- Action taken to resolve the incident; and
- Explain to the Seniors/Carers or guests involved the actions being taken by the Association.

NB: The Management Team Member/General Committee Member MUST NOT at the time of an incident, advise a Seniors/Carers or guests that they are in any way disqualified, or otherwise, even if they are aware that this might be the third incident where intervention was required. Any disqualification advice MUST be undertaken by the Association in accordance with By-Law Clause 3.7, subclause 3.7.13.

3.7.13 The Association’s Secretary will endeavour to contact the Seniors/Carers or guests who have incurred 3 infringements as noted in the Association’s General Committee Minutes, either by email or by letter and advise them of their lifetime disqualification within 14 days of the last infringement being noted in the Association’s General Committee Meeting minutes.

3.7.14 Notwithstanding By-Law Clause 3.7, subclause 3.7.11 and 3.7.13 the Seniors/Carers or guests having received either an email or letter advising of their lifetime disqualification, may appeal the Associations decision within 28 days of the email or letter having been written and dated utilising form **OF16 – Appeal Lifetime Disqualification** which is then lodged with the Secretary.

3.7.15 The Secretary **MUST**:

3.7.15.1 Email or write to the appellant, acknowledging receipt of form **OF16 – Appeal Lifetime Disqualification**, providing them advice that the appeal will be discussed at the next General Committee Meeting.

3.7.15.2 Inform the President that the Association is in receipt of an appeal against a Lifetime Disqualification and place the matter on the agenda of the next General Committee Meeting.

3.7.15.3 Email or write to the appellant, advising when the next General Committee Meeting is scheduled; inviting the Appellant to attend the General Committee Meeting to discuss the appeal further at the specific Agenda Item; indicating:

- Where the meeting is to be held.
- What time they should attend.
- That the appellant may be present during the specific Agenda item.
- After the specific Agenda item has been discussed, the appellant will be asked to leave the meeting so the Association can deliberate.
- The appellant will be advised by email or letter of the Association’s final decision; and
- The appellant, appealing to the Association is not entitled to have a lawyer nor have legal representation at the General Committee Meeting or provide any legal documents at the General Committee Meeting.

3.7.16 The Association will review the appeal, discussing the matter with the appellant at a specific Agenda Item at the next General Committee Meeting.

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- 3.7.17 Following the discussion, the appellant will be requested to leave the General Committee Meeting, after the Agenda Item having been discussed in order that the Association may deliberate and conclude a decision, passing a resolution to that effect.
- 3.7.18 Once the Association has passed a resolution to reverse or uphold the lifetime disqualification, written notice will be deemed to have been given to the appellant when the Secretary either posts or emails a letter to the Appeal Applicant at their last known address from the recorded date within 14 days.
- 3.7.19 In the event that the Association's Secretary is unable, by any means whatsoever to contact the Seniors/Carers or guests, concerned, should they attempt to attend any future activity/event, either the President or Vice President in the presence of another General Committee Member will advise them of their non-attendance at the time.
- 3.7.20 Prior to Annual Membership Fee being paid, it should be noted that the Association has a maximum limit of 250 financial members per annum, excluding Committee Members and their partner/companion (note this is in accordance with clause 3.7.21).

Seniors and Carers (individual seniors/carers) will be required to pay an Annual Membership Fee each year. The annual membership fee will be payable by 30 April of the prescribed year for Seniors/Carers. **If renewal is not paid by 30 April, Members will not be able to register or attend further events until their Membership is paid.**

Note: If a Carers' Association brings financial Seniors to events other than Morning Teas, that organisation will pay the PLSA an annual membership fee as determined by the General Committee from time to time. Whilst this does not limit the Senior to a particular Carer, it does limit the Senior to 1 Carer at a time/or at an event.

Notwithstanding, discretion may be applied by the Management Team depending upon circumstances presented by Seniors/Carers to the General Committee regarding late payment.

Any new memberships for Seniors/Carers paid throughout the year will be paid at the established rate set by the Committee. The fee will be determined by the General Committee and reviewed annually.

Members may require the assistance of a Carer/s. The Member must nominate the Carer (Carer's need not necessarily be a Senior) on an Application Form for Membership each year. The Carer and or an individual Member must pay Associations Membership Fee or any other established fee annually.

When registering for Seniors Fortnight, Members may **ONLY** register one (1) Carer for an activity/event if required. The Carer or Member must also pay the Carer's Registration Fee for Seniors Fortnight. If circumstances dictate, at the discretion of the Management Team, with prior approval more than one (1) Carer may be approved.

- 3.7.21 The Patron, Management Team Members, General Committee Members, their partner/companion and Life Members will be exempt from paying the Annual Membership Fee, the Seniors Fortnight Registration Fee or any other established fee/charge as designated by the Association.

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3.8 Special General Meeting

- 3.8.1 In accordance with the Constitution, Clause 45 a Special General Committee Meeting can be requested and parties requesting such a meeting will complete **Form OF04 – Request for Special General Meeting** and submit it to the Secretary for action.
- 3.8.2 Notwithstanding By-Law 3.8, subclause Clause 3.8.1, for a Special General Committee Meeting to be scheduled at least half of the members constituting a quorum for a General Committee Meeting (8 Members), in accordance with the Constitution Clause 45, subclause (1) must sign **Form OF04 – Request for Special General Meeting**.

3.9 Proxy Forms

- 3.9.1 In accordance with the Constitution, Clause 52 a Committee Member may assign their vote to another Committee Member by proxy if they are not at a meeting or are on approved Leave of Absence provided, they have completed and handed the proxy form to the Secretary 7 days prior to a meeting **Form OF05 – Proxy Form**.
- 3.9.2 In the event that the President is absent from a meeting/event, the officiating officer shall be the Vice President.
- 3.9.3 Notwithstanding By-Law 3.9, subclause 3.9.2, in the event that a Management Team Member is absent - President/Vice President from a meeting/event, due to illness, hospitalisation, leave of absence, or other approved activities, they shall be replaced by the Public Officer who will officiate at the meeting/event in accordance with the Association Act, Part 4 Management of internal affairs, Division 1 Offices and Committee, Section 27 Public Officer.
- 3.9.4 Notwithstanding By-Law 3.9, subclause 3.9.3, if the Public Officer is also absent from a meeting or event, the General Committee will take a vote from the floor for a responsible person to act in the vacant position for that meeting/event only.
- 3.9.5 In the event that a Management Team Member completes **Form OF05 – Proxy Form** and delegates their proxy and/or position to a General Committee Member the following requirements **MUST** be in place prior to the proxy or delegation of position being actuated:
- 3.9.5.1 The person who is to receive the proposed proxy and/or delegation of position **MUST** comply with the requirement of having a National Police Clearance, having **undertaken a Criminal History Check – Name Check**.
- The National Police Clearance **WILL** be on file with the Secretary, prior to the proxy and/or delegation of position being actuated.
- 3.9.5.2 Should the General Committee Member not have a National Police Clearance in place and/or not on file with the Secretary the proposed proxy **MUST** immediately take steps to obtain a National Police Clearance and lodge it with the Secretary should they wish to actuate the proxy.
- 3.9.5.3 Should By-Law 3.9, subclause 3.9.5.2 prevail, the **OF05 – Proxy Form** can still be completed by the Management Team Member who is not available **BUT** this proxy will not actuate until the Secretary has received the National Police Clearance from the proposed proxy.

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3.9.5.4 In the event that the proposed proxy does not wish to undertake the process of acquiring a National Police Clearance, the Management Team Member must:

- i) withdraw the original proxy form and assign their proxy to another member of the Management Team, **OR**
- ii) assign their proxy to a General Committee member who is willing to undertake the process to acquire a National Police Clearance or has a Police Clearance.

Should Clause 3.9, subclause 3.9.5.4 (ii) be actuated; note that Clause 3.9.5.2 still applies.

3.10 **Financial Management**

3.10.1 The Association will operate a banking facility which has:

- Internet banking.
- BPay.
- EFTPOS; and
- Two visa debit cards, held in the name of the Treasurer and Public Officer.

3.10.2 All invoices/reimbursements for payment **MUST be approved by TWO Committee Members** at a Committee Meeting or out of session as required. If invoices/reimbursements for payment are approved out of session, the two Association Members will date and sign the invoices/reimbursement documentation approved for payment and table the invoice at the next General Committee Meeting. One of these signatures **MUST** always be the Treasurer.

3.10.3 Notwithstanding By-Law, Clause 3.10, subclause 3.10.2, the Treasurer will submit invoices/reimbursements for payment utilising either:

**OF20 – Petty Cash Reimbursement – Approval or
OF21 – Payment Requisition Approval.**

3.10.4 Where payments are transacted by Internet Banking or Visa Debit Card, notwithstanding the Constitution, Clause 54 – subclause 3, the Association can transact business with the banking institution utilising only one signatory provided the requirements of By-Law 3.10, subclause 3.10 2 and 3.10.3 have been met.

3.10.5 The Treasurer **MUST** maintain a separate set of books for auditing purposes for the Association’s Petty Cash Float. The Petty Cash Float **MUST** be balanced monthly and accounted for in the Association’s Financial Books monthly and outcomes appear in the Treasurer’s Financial Report to the General Committee each month.

3.10.6 The Treasurer **MUST** prepare and present the Association’s Annual Return of Accounts as audited to the AGM for approval.

3.10.7 The approved Annual Return and associated documentation **MUST** be presented to the appropriate Government Department within 28 days after the AGM.

3.10.8 The Public Officer, in presenting the Association’s Annual Return to the appropriate Government Department will also pay the requisite fees. **NB: If paid after 28 days from the AGM a Late Lodgement fee applies.**

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- 3.10.9 The Association **MUST** appoint an auditor for the following year and not more than 2 months after the AGM. If so chosen, the Association may appoint the Auditor for a 3-year duration.
- 3.10.11 The Treasurer or authorised officer/s **MUST** maintain receipt book/s and all funds received will be receipted. If the Treasurer is unable for any reason to undertake their task, the role will be subsumed by the Public Officer for the duration of the Treasurer's absence.
- 3.10.12 The Treasurer **MUST** provide a written Treasurer's Financial Report (TFR), utilising **Form OF11.2.1 – Addendum General Committee Minutes** (which subsumes OF22 – Treasurer's Report) at each General Committee Meeting of the Association; detailing monies received, sources of expenditure, opening/closing balance, and funds at hand.
- 3.10.13 Notwithstanding By-Law 3.10, subclauses 3.10.1 to 3.10.12, the Treasurer is authorised to operate in conjunction with the requirements of:
- **SOP01 – Treasurer's Authorisation.**
 - **SOP05 – Authorisation Bank Changes, and**
 - **AF06 – Role Description – Treasurer.**
- 3.10.14 The Association shall not distribute any operational funds or assets to members, except for those funds or assets which are approved by the Association for distribution. This includes:
- funds for the reimbursement of purchases, associated with normal operations of the Association, utilising either of the following forms:
 - **QF20 – Petty Cash Reimbursement Approval, or**
 - **QF21 - Payment Requestion Approval.**
 - assets that are to be written off due to obsolesces, inability to be repaired or are being replaced, resultant to poor performance and/or not capable of continuing to do the process for which it was designed.

In addition, any distribution of operational funds or assets associated with Clause 3.10.14 **MUST** be approved at a meeting of the Association and minuted accordingly noting the requirements of Clause 3.14.2.

Notwithstanding the above, assets disposed of shall be recorded by the Treasurer in the Association's Asset Register, stating the:

- date of disposal
- disposal sale price (if applicable) and
- reason for disposal.

- 3.10.15 Committee Member Renumeration:
- 3.10.15.1 The Association may on occasions nominate a Committee Member to represent the Association either at a Local Government level, NT Government level or a Peak Industry Body level whereby that nominee may receive remunerations.
- 3.10.15.2 If remunerations are paid to the Committee Member representing the Association, that Committee Member is required to advise Management Team Meeting or General Committee meeting .
- 3.10.15.3 Once the Committee Member receives payment of the said remuneration, those fees will then be transferred into the bank account of the Association and will be treated as a donation to the Association.

3.11 Common Seal

3.11.1 The Association **MUST** maintain a Common Seal.

3.11.2 The Common Seal **MUST** be held in trust by the Public Officer.

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- 3.11.3 The Common Seal **MUST** only be utilised on documentation approved by the Management Team/General Committee or as deemed appropriate by the Public Officer.
- 3.11.4 Notwithstanding the Constitution, Clause 57, when the Common Seal is used for Association business, the Public Officer **MUST** initial the document where the Common Seal is placed, ensuring their initials are partly across the Common Seal.

3.12 Fund Raising

- 3.12.1 All funds raised **MUST** be banked within 5 working days after receipt and checking in accordance with the Constitution Clause 54 – subclause 4.
- 3.12.2 As an Approved Association in accordance with the Gaming Control Act, conditions and restrictions apply when conducting lotteries and games of chance and this Association **MUST BE always COMPLIANT** whether conducting a Minor Lottery, Major Lottery or Lucky Number Cards or any other fund-raising activities.
- 3.12.3 The conditions and restrictions are as follows:
- a) The lottery, raffle or game of chance must be conducted in accordance with the **Gaming Control (Community Gaming) Regulations** and guidelines.
 - b) The value of the prizes to be distributed in a lottery, raffle and game of chance must not be less than one-third of the **total value of tickets (entry fee) that may be sold in the lottery, raffle, or game of chance.**
 - c) Liquor must not be a principal prize in a lottery, raffle, or game of chance (this includes prizes consisting solely of money or liquor). Firearms, weapons, ammunition, explosives, and tobacco products must not be offered as prizes.
 - d) The Approved Association must clearly state the rules and conditions of the lottery, raffle, or game of chance in writing, indicating the prizes offered, when the tickets will be drawn, the draw method and how each winner is to be determined. These rules and conditions must be clearly indicated on all promotion of the lottery, raffle, or game of chance.
 - e) The lottery, raffle or game of chance must be drawn on the date and time specified, noting the prizes shall be awarded to the winners in strict accordance with the rules of the lottery, raffle, or game of chance in descending order. In the event of any dispute, complaint or investigation concerning the conduct or outcome of a lottery, raffle, or game of chance, it shall be the sole responsibility of the organiser, at the organiser's cost, to demonstrate compliance with these conditions to the reasonable satisfaction of the Director-General licensing.
 - f) **No person, whether they relate to the Approved Association shall receive a payment, fee, commission, remuneration or any other benefit whatsoever in relation to the organisation or conduct of the lottery, raffle, or game of chance.**

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- g) Prizes subject to restrictions and conditions, such as travel prizes, must clearly display 'Terms and Conditions' on the ticket, and any lottery, raffle, or game of chance.
- h) The lottery, raffle or game of chance shall be conducted in a manner that complies with the **NT Code of Practice for responsible Gambling**.
- i) All prizes must be given as offered.
- j) **All tickets unsold, MUST be retained by the association for a period of 12 months.**

3.12.4 Minor Raffles/Lucky Cards will have:

An Association Member **MUST** be appointed to run/supervise a Minor Raffle/ Lucky Card or games of chance for fund raising activity/ies.

Lucky Number Cards

- 3.12.4.1 **ALL** Lucky Cards or similar **MUST** be numbered before use or distribution, so the Lucky Cards or similar with its number can be recorded in the Associations financial records relevant to the income generated. This task will be assigned / checked by the Treasurer.
- 3.12.4.2 Funding details **MUST** be recorded on form **OF06 –Raffle Returns And Winners** by the Association's Supervisor on the day the Lucky Card or similar is utilised and the Association's Supervisor **MUST** also sign and date Forms OF06.
- 3.12.4.3 Shortly after the Minor Raffle/Lucky Card is fully sold out (or as specified), the Association's supervisor will draw the winner/s.
- 3.12.4.4 The prize for Lucky Cards or similar shall be in accordance with By-Law 3.12, subclause 3.12.3 (b), **EXCEPT** during Seniors Fortnight and Seniors Christmas Lunch when the prize shall be \$50.00 for each Lucky Card.
- 3.12.4.5 The Association's Supervisor is to complete Form **OF06 –Returns And Winners** each time funds are provided to the Treasurer for banking so the Treasurer may check, receipt and clearly enter in the financial journal the income generated from the raffle in full or in part and the receipt number.
- 3.12.4.6 Recording the winner/s will also occur on form **OF06 – Raffle Returns And Winner** and the form will be returned to the Treasurer for auditing purposes along with the Lucky Card or similar.
- 3.12.4.7 In the case of Lucky Cards or similar, the Association's Supervisor, upon drawing/checking the winning number, having made the announcement regarding the winner, they will make every effort to ensure the winner receives the prize.
- 3.12.4.8 In the event that the winner has left the event, the Association will again announce the winner of the Lucky Card at a subsequent event.

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- 3.12.4.9 In the event that the Lucky Card or similar winner is still not in attendance or forthcoming, the prize will remain the property of the Association for future use.
- 3.12.4.10 All funds and the Lucky Card or similar will be returned to the Treasurer for banking, receipting, and checking. If an anomaly occurs, the Treasurer will resolve the anomaly with the Association's Supervisor, placing an explanation on the back of the said Lucky Card or similar, dating and signing the Lucky Card.
- 3.12.4.11 Utilised Lucky Cards or similar, relevant form **OF06 Raffle Returns And Winners** will be retained by the Treasurer and be maintained as part of the Association's records for auditing purposes for 12 months.

Minor Raffles (Permit Required)

- 3.12.4.12 All Minor Raffles require the Association's Supervisor to complete form **OF06 –Raffle Returns And Winners** each time funds are provided to the Treasurer for receipting and banking so the Treasurer may check and clearly enter into the financial journal the income generated from the minor raffle in full or in part and the receipt number.
- 3.12.4.13 In the case of Minor Raffles, the Association will ensure the tickets sold, retain the following information on the ticket butt:
 - Purchaser's name (if applicable).
 - Purchaser's Contact Address or Contact telephone number (if made available).
- 3.12.4.14 Prior to drawing the Minor Raffle, all tickets will be folded into quarters and placed in a suitable receptacle/barrel for drawing.
- 3.12.4.15 The Association's Supervisor or representative **MAY** solicit a member of the audience to draw the winning ticket/s under supervision if the Minor Raffle is drawn on the day of sale.
- 3.12.4.16 The Association's Supervisor, or representative upon drawing the Minor Raffle will make every effort to ensure the winner/s receives their prize.
- 3.12.4.17 In the event that the Minor Raffle is drawn at some future time:
 - **TWO** Association Committee Members **MUST** be present for the draw, and they will record the winner/s and will make every effort to ensure the winner/s receives their prize.
- 3.12.4.18 Recording the winner/s will occur on form **OF06 –Raffle Returns And Winner** and the form will be provided to the Treasurer, along with all unsold tickets and the winning ticket for auditing purposes for 12 months.
- 3.12.4.19 In the event that the Minor Raffle winner/s, after all reasonable efforts to contact them has been exhausted and they still are not located or do not collect their prize (within 3 months), the prize will remain the property of the Association for future use and subject to any other caveat which might apply, with the exception of where the PLSA has a Raffle/Lottery Permit in which case the Gaming and Licensing Act prevails.

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- 3.12.4.20 With regards to a Minor Raffle being conducted at a Morning Tea etc, where the gross sales are less than \$200.00, the Association will issue a minimum of three (3) prizes, each valued at \$20.00, **AND** ensuring the minimum of 1/3 of gross income are prizes.
- 3.12.4.21 With regards to a Minor Raffle being conducted at a Morning Tea etc, where the gross sales are greater than \$200.00, the Association will ensure that prizes are a minimum of 1/3 of gross income, divided into a minimum of \$20.00 each or as specified.

Major Raffles (Permit Required)

- 3.12.4.22 A minimum of one Association Committee Members **MUST** be appointed to run/supervise a Major Raffle fund raising activity/ies.
- 3.12.4.23 **ALL** Minor/Major Raffles **MUST** have the tickets printed and the following information will be included on all tickets:

Ticket Butt

The ticket butt will have provision for the purchaser's:

- Full Name.
- Address (Postal or residential acceptable) – if possible.
- Contact number; and
- The ticket number will be clearly printed on the Ticket Butt.

Ticket Stub

The ticket stub will be the tear off section the purchaser retains, and it will include the following information:

- Ticket number.
- Draw date.
- Location where the draw will take place (if applicable).
- Details of **ALL** prizes to be won.
- Sponsor information ie: who donated the prize (if applicable); and
- Raffle licence number (if applicable).

- 3.12.4.24 All Major Raffles require the Association's Supervisors to complete form **OF06 –Raffle Returns And Winners** each time funds are provided to the Treasurer for receipting, checking and banking so the Treasurer may check and clearly enter in the financial journal the income generated from the major raffle in full or in part and the receipt number.
- 3.12.4.25 Prior to drawing the Major Raffle, all tickets will be folded into quarters and placed in a suitable receptacle for drawing.
- 3.12.4.26 The Association's Treasurer, Public Officer, or representative **MAY** solicit a member of the audience to draw the winning ticket/s under supervision if the Major Raffle is drawn at a specific event.

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- 3.12.4.27 The Association's Treasurer, Public Officer, or representative, upon drawing the Major Raffle will make every effort to ensure the winner/s receives their prize. The winning ticket/s and all unsold tickets will be retained and submitted with **Form OF06 –Raffle Returns And Winner** when it is returned to the Treasurer for audit purposes for 12 months.
- 3.12.4.28 In the event that the Major Raffle is drawn at some future time:
- **TWO** Association Committee Members (1 being the Treasurer) **MUST** be present for the draw and they will record the winner/s and will make every effort to ensure the winner/s receives their prize.
 - The unsold tickets and winning ticket/s will be retained and submitted with **Form OF06 –Raffle Returns And Winner** to the Treasurer for auditing purposes for 12 months.
- 3.12.4.29 In the event that the Major Raffle winner/s, after all reasonable efforts to contact them has been exhausted and they still are not located or do not collect their prize (within 3 months), the prize will remain the property of the Association for future use or in accordance with Gaming and Licensing Act/Regulations requirements.

3.13 Disclosure of Interest

- 3.13.1 If any Management Team Member or General Committee Member or guest of the Association has a conflict of interest either directly or indirectly, in accordance with the Constitution Clause 43, the matter requires reporting, discussing, and recording at the General Committee Meeting. The person with the conflict of interest will remove themselves from the meeting for the duration of the agenda item discussion.
- 3.13.2 The President shall ensure the matter is disclosed by the Secretary in the minutes of the Management Team Meeting/General Committee Meeting and deals with the matter, advising the member of a course of action, ensuring compliance with the Associations Act, Clause 32.
- 3.13.3 Notwithstanding By-Law 3.13, subclause 3.13.1 and 3.13.2, in accordance with the Associations Act, Part 4 Management of internal affairs, Division 1 Officers and Committee, Section 31 Disclosure of Interests, should any Committee Member of the Association have a direct or indirect pecuniary interest in a contract, or proposed contract, with the association:
- (a) must, as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the General Committee; and
 - (b) must disclose the nature and extent of the interest at the next Annual General Meeting of the association required to be held by the Association.

3.14 Purchasing Goods And Services

- 3.14.1 The Association policy stipulates that we purchase goods and services wherever possible from within the Palmerston and Litchfield regions.
- 3.14.2 The Association may purchase goods and services from time to time. The following limitations shall apply:

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- Purchases generally shall be approved by the Management Team or General Committee prior to funds being committed.
- Out of session purchases will require the approval of two of the following people, the President, Vice President, Public Officer, or Treasurer prior to funds being committed and noting at the next Management Team Meeting or General Committee Meeting.
- Any non-approved purchases by Committee Members **MAY NOT** be reimbursed by the Association.
- The Association **MAY** consider non-approved purchases being reimbursed if the General Committee Member, in writing provides a justification as to why the purchase was undertaken without authorisation and the Association would require relevant tax invoices being supplied.

Purchasing Limitations:

\$ - Value	Quotation	Approval Required	Receipt Required	Comments
\$0-500	No	Yes	Yes	
\$501 - \$5,000	Yes	Yes	Yes	2 verbal quotes Accepted quote – email confirmation *
Greater than \$5,000	Yes	Yes	Yes	2 written quotes Reviewed by Tender Panel * or General Committee Meeting

* Only the one quotation where there is a preferred supplier as designated by the Association or no equivalent competition.

3.14.3 The Association requires a Tax Invoice for **ALL** purchases.

3.14.4 The Association **MUST** establish a three-member Tender Panel – Chair will be the President to discuss and decide which quotations will be accepted/rejected where the tender / quotation is greater than \$5,000.

The deliberations and recommendations of the Tender Panel will be reported in the minutes of the next meeting.

3.14.5 Current list of Preferred Suppliers approved by the Association are as follows:

- 1) Adelaide River Tavern.
- 2) Bendesigns.
- 3) Berry Springs Tavern.
- 4) Bunnings Warehouse Palmerston.
- 5) Corroboree Billabong Tours.
- 6) Corroboree Park Tavern.
- 7) Curby's NT Pty Ltd.
- 8) Hollands Print Solutions.
- 9) Jobsize Pty Ltd (Cazalys Brassier).

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- 10) Journey Beyond (Darwin Harbour Cruise).
- 11) Palmerston and Rural Party Hire.
- 12) Palmerston Tavern.

3.15 Feedback/Questionnaire

- 3.15.1 The Association has a feedback proforma, to ascertain the view of visitors, carers, guests, and Seniors if required.
- 3.15.2 The questionnaire may encompass, questions that solicit responses of successful events, unsuccessful events and opportunities for improvement.
- 3.15.3 Where required, the Public Officer may provide an Evaluation Report containing qualitative and quantitative feedback at an Association meeting not more than 60 days after the event and provided where required to agencies, organisations, companies, and sponsors.
- 3.15.5 The Association **MUST** appoint an Association Committee Member to undertake the work associated with By-Law, Clauses 3.15.1 to 3.15.2

4.0 Confidentiality & Privacy

- 4.1 The Association’s Committee Members will display a high degree of probity when dealing with all matters associated with the Association.
- 4.2 All information collected by the Association which contains personal information will be regarded with upmost integrity in accordance with form **OF12 - Privacy Policy**.
- 4.3 All visitors, carers, guests, and Seniors will be treated with respect and dignity. Assistance will be provided wherever possible and information they discuss may be of a personal and confidential in nature. This bond should not be abused or broken unless the visitor, carers, guest, or Senior in question are clearly in some type of distress and assistance is clearly required in an emergency.
- 4.4 Any breach of confidentiality or privacy by an Association Committee Member will be dealt with in accordance with the Constitution, Clause 21, and these By-Laws.
- 4.5 All matters associated with Sponsorship Agreements/Grants, are embargoed documents, budgeting or negotiations regarding funding will remain confidential and not discussed outside the Association unless that information is readily available in the public domain.
- 4.6 **NO** Committee Member will discuss any sponsorship/grant or deals being negotiated outside the Association, nor will they “bad mouth” in public or otherwise sponsors/grant providers or suppliers whether wearing or not wearing the Association’s uniform.
- 4.7 The Association is an Apolitical organisation and will not distribute any materials or offer an opinion regarding politics, religious matters, race, or sensitive matters, including, being questioned by the media.
- 4.8 The Secretary will record all confidential discussions regarding Committee Meetings under the heading of Confidential Items. The Confidential Items will form part of the Addendum to the minutes and will not be circulated to non-members of the Committee.

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The Confidential Items will be discussed as the last Item of a meeting and will be closed to the public, guests, or non-Committee personnel. If present, they will be required to leave the meeting at that time.

- 4.9 Authorisation to discuss matters with the media is **ONLY** approved for the Patron, President, Vice President, or Public Officer. If another officer is to talk with the media, scripting of discussions **MUST** be approved by the Management Team.

5.0 Sponsorship Investment Package

5.1 General Statement

The Association has a five-tiered Sponsorship Investment Package System available to support Seniors Fortnight/other events for ongoing commitment to seniors in the Palmerston and Litchfield Region. The Sponsorship Investment Packages includes in-kind contributions, equipment/gifts, and cash sponsorship.

5.2 Sponsorship Investment Packages

Sponsorship Level	Sponsorship Value	No Sponsors Per Level
Partners	\$50- \$499	Various
Bronze	\$500 - \$1,499	10
Silver	\$1500 - \$4,999	8
Gold	\$5,000 - \$15,000	2
Platinum	\$15,000 +	1

5.3 Partner

- A sponsorship partner will have their business/organisation or individual name advertised over the public address system at Opening and Closing Ceremony of Seniors Fortnight and be acknowledged at other relevant events.
- Receive a Certificate of Recognition from the Association for their partnership in relation to their support.

5.4 Bronze Sponsorship

- A bronze sponsor will have their business/organisation or individual name advertised over the public address system at Opening and Closing Ceremony of Seniors Fortnight, be acknowledged in the PLSA Newsletters and at other relevant events in relation to their support.
- An opportunity to promote their business/organisation with posters and/or signs at the Opening and Closing Ceremony.
- Provide their logo to be displayed on the Palmerston and Litchfield Seniors Association Inc. Seniors Fortnight Program, on the Web Page and Newsletters.
- Receive a Certificate of Recognition from the Association for their Bronze Sponsorship in relation to their support.

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5.5 Silver Sponsorship

- A silver sponsor will have their business/organisation or individual name advertised over the public address system at Opening and Closing Ceremony of Seniors Fortnight, be acknowledged in the PLSA Newsletters and at other relevant events in relation to their support.
- An opportunity to promote your business/organisation with posters and/or signs at the Opening and Closing Ceremonies.
- Provide their logo to be displayed on the Palmerston and Litchfield Seniors Association Inc. Seniors Fortnight Program and Newsletters on the Web Page and Newsletters.
- Receive a Certificate of Recognition from the Association for their Silver Sponsorship, participating in the Palmerston and Litchfield Seniors Fortnight.

5.6 Gold Sponsorship

- A gold sponsor will have their business/organisation or individual name advertised over the public address system at Opening and Closing Ceremony of Seniors Fortnight, be acknowledged in the PLSA Newsletters and at other relevant events in relation to their support.
- An opportunity to promote your business/organisation with posters and / or signs at the Opening and Closing Ceremony.
- Provide their logo to be displayed on the Palmerston and Litchfield Seniors Association Seniors Fortnight Program on the Web Page and Newsletters.
- Receive a Certificate of Recognition from the Association for their Gold Sponsorship, participating in the Palmerston and Litchfield Seniors Fortnight and other events throughout the year.
- Sponsors naming rights up to two activities/events in the Seniors Fortnight Program in consultation with the Association.
- Advertisement – Business/organisation logo and acknowledgement of Gold Sponsorship printed in a prominent/prime position on all pull up banners owned by PLSA, which are utilised at various functions throughout the year.
- Invitation to the Mayor (or their representative) to either open or close Seniors Fortnight Program depending on location.

5.7 Platinum Sponsorship

- A platinum sponsor will have their business/organisation or individual name advertised over the public address system at Opening and Closing Ceremony of Seniors Fortnight, be acknowledged in the PLSA Newsletters and at other relevant events in relation to their support.
- An opportunity to promote your business/organisation with posters and/or signs at the Opening and Closing Ceremony of the Seniors Fortnight program (Marketing material supplied by the City of Palmerston).
- Advertisement – Business/organisation logo and acknowledgement of Platinum Sponsorship printed in a prominent/prime position on all copies of City of Palmerston Seniors Fortnight program.

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- First preference for naming rights to an activity/event in the Seniors Fortnight Program.
- Naming rights for Seniors Fortnight Program.
- Receive a Certificate of Recognition from the Association for their Platinum Sponsorship, participating in the Palmerston and Litchfield Seniors Fortnight and other events throughout the year.
- Advertisement – Business/organisation logo and acknowledgement of Platinum Sponsorship printed in a prominent/prime position on all pull up banners owned by PLSA, which are utilised at various functions throughout the year.
- Invitation to the Mayor (or their representative) to either open or close Seniors Fortnight Program depending on location.

6.0 Risk Assessment

- 6.1 The Association **MUST** annually review its Risk Assessment Matrix, Risk Assessment Procedure and Pre-Event Inspection Report.
- 6.2 The Association **MUST** establish as a minimum, a two-member Pre-Event Inspection Team (PEIT) and a minimum of a three-member Risk Assessment Matrix Team (RAMT), to review at any time required, activities/event/s organised/delivered by the Association to ensure that the activities/event/s are delivered in the opinion of the Association in the safest manner possible to ensure the safety and comfort of Endorsed Visitors, seniors, carers, guests participating.
- 6.3 The Association Pre-Event Inspection Team and Risk Assessment Matrix Team will undertake the tasks under By-Law, Clause 6.0, subclause 6.2 utilising the following three documents:
- **Form OF13 – Risk Assessment Procedure.**
 - **Form OF14 – Risk Assessment Matrix; and**
 - **Form OF31 – Pre-Event Inspection Report.**
- 6.4 The Chair of the Pre-Event Inspection Team will provide a copy form **OF31 – Pre-Event Inspection Form** to the Secretary within 3 working days for the date of the Pre-Event Inspection having taken place. The Secretary will forward the Pre-Event Inspection Report onto the Risk Assessment Matrix Team Leader.
- 6.5 The Chair of the Risk Assessment Matrix Team will provide a copy of any Risk Assessment Matrix to the Secretary within 5 working days of the assessment/s being completed for filing purposes. These will be retained for review and monitoring purposes.
- 6.6 The Chair will carry a copy of the Risk Management Matrix with them to the relevant activity/event and will brief **ALL** Association Committee Members and Endorsed Volunteers who are associated with providing supervision at the activity/event on the day to ensure the safety and well-being of the visitors, Seniors, carers, and volunteers.
- 6.7 The Association, if requested will provide copies of the Risk Management Matrix for all activities/events to our Public & Products Liability insurer.

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7.0 PLSA Uniform/Footwear

- 7.1 The PLSA will supply each Committee Member with two monogrammed shirts (PLSA logo) and a name badge.
- 7.2 The Secretary will maintain a register of Committee Members who have been issued Shirts and Committee Members will sign for their shirts.
- 7.3 It is the responsibility of Committee Members to maintain the shirts in a clean and tidy manner.
- 7.4 Committee Members, within 14 days upon resignation/disqualification will return the two laundered shirts to the Secretary.
- 7.5 Committee Members will wear their shirts on **EVERY** occasion when attending any events, soliciting donations, and undertaking Association business.
- 7.6 The Committee Members/Endorsed Volunteers **MUST** wear closed-in footwear at all activities/events, including meetings of the Association.

8 Quorums

- 8.1 Special General Meeting
- The quorum for a Special General Meeting will be one half of the Committee Members present, plus 1.
- 8.2 General Committee Meeting
- The quorum for a General Committee Meeting will be one half of the Committee Members present, plus 1 (Minimum 8 people).
- 8.3 Management Team Meeting
- The quorum for a Management Team Meeting will be one half of the Committee Members present.
- 8.4 Annual General Meeting
- The quorum for an Annual General Meeting will be one half of the Committee Members present plus any other members and interested parties.

9.0 Prescribed Property/Assets

- 9.1 The Treasurer will maintain an Asset Register using the form **OF15 – Asset Register** which will be always available to the Management Team and General Committee.
- 9.2 The Asset Register will also be made available to the Auditor when undertaking the Association’s Annual Audit.
- 9.3 Prescribed Property/asset is deemed any purchase made by the Association with a purchase price of \$150 or more (all items below \$150 will be deemed a consumable and will not appear on **OF15 – Asset Register.**)

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- 9.4 In order to purchase any prescribed property/asset, the Association must adhere to purchasing limits and procedures as outlined in By-Law 3.0, subsection 3.14 – Purchasing Goods and Services.

10.0 Additional Services

- 10.1 The Association may develop additional services for and on behalf of Seniors and implement Standard Operating Procedures (SOP) for these services to be operated and managed.
- 10.2 Palmerston Community Wheel (PCW) is operated by the PLSA. Operational requirements are documented in **SOP06 – Palmerston Community Wheel (PCW)**.
- 10.3 Palmerston Volunteer Driver Program (PVDP) is operated by PLSA. Operational requirements are documented in **SOP07 – Palmerston Volunteer Driver Program (PVDP)**
- 10.4 The Association may establish at any time, necessary working parties/committees and appoint membership of these Committees, including a chairperson for additional services to be operated effectively, noting not all members might be Association Members (maybe industry experts).

11.0 PLSA Elections

- 11.1 Should nominations for vacant positions at the AGM exceed vacant positions available, an election will be required, and the Public Officer **WILL** manage the election process.
- 11.2 Should there be more than 5 nominations for the Management Team and/or 10 nominations for the General Committee for the AGM, an election shall be required in the relevant division.
- 11.3 Nominations will be listed on the ballot paper in alphabetical order, Surname followed by Christian name from A-Z (descending order).
- 11.4 There will be clear instructions on the ballot paper regarding how to complete the ballot paper – either the boxes opposite the nominee’s name need to be numbered 1-10 or ticks need to be placed in the boxes opposite the nominee’s name eg: (General Committee maximum of 10 ticks).
- In the case of the Management Team, number boxes 1 – 5 or place a tick next to the desired nominee.
- 11.5 If the ballot paper is incorrectly completed it shall be deemed informal.
- 11.6 The Public Officer shall manage an Association election process and will solicit an appropriate representative, approved by the Management Team prior to the election to assist with the conducting of the election and this assistant will be known as a Returning Officer.
- 11.7 The Public Officer and the Returning Officer will tabulate results. The results will be provided to the presiding President for announcement, regarding the election outcome.
- 11.8 **SPO08 – PLSA Elections** contains further information regarding election operation.

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12.0 Insurances

12.1 The PLSA will carry the following insurances:

- Public & Products Liability Insurance (currently a minimum \$20M coverage).
- Association Liability (Limit of Liability \$1M/each individual claim).
- Smart Protect Business (Limit of Liability \$5K).
- Contents Insurance (Maximum \$1K coverage).
- General Property Insurance (Current Maximum \$30K coverage – this will be increased as and when assets are purchased).
- Endorsed Volunteers Insurance (\$1.5M per year maximum claim with a maximum age of Volunteer being 85 years old).

12.2 PLSA utilises Able Insurance Services as their insurance broker (**SOP03 – Authorisation - Insurance**)

13.0 Administration

13.1 Review

13.1.1 All forms, procedures, policies, and documents will be reviewed at least every 12 months; this includes management of version control and information maintained in the footer.

13.1.2 Amend the By-Laws as required, should the General Committee change any operational procedures, SOPs, or Role Descriptions, including upgrading or enhancing any forms utilised by the PLSA during the year.

13.1.3 Ensure Role Descriptions are reviewed at least every 12 months.

13.1.4 Ensure form **OF08 – Quality Register** is maintained on an ongoing basis as required and it will be forwarded to all Committee Members as it is upgraded.

13.1.5 Ensure the Letterhead and Business Cards are maintained on an ongoing basis as required.

13.1.6 The Team Leader responsible for ensuring Clauses 13.1.1 through 13.1.5 is maintained is the Public Officer.

13.2 Strategic Plan

13.2.1 The Association's Strategic Plan will be reviewed bi-annually or as required to ensure that it maintains currency with the Association's operations and ensure it is conducive with the Strategic Plans of the Association's Platinum and Gold Sponsors with regards to seniors.

13.2.2 The Strategic Plan will have a minimum three (3) year life, at which time a rewrite/review will be required.

13.2.3 The Management Team has the accountability to ensure compliance with By-Law 13.0, subclauses 13.2.1 and 13.2.2 under the direction and guidance of the President.

13.3 Management Team

13.3.1 The business of the Association must be managed in accordance with the Constitution Clause 23 –Role and Power, 1 through 4.

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13.3.2 Notwithstanding By-Law 13, subclause 13.3.1, the Management Team will be where possible, based on time restraints and normal business practice, ensure that decisions are made at the General Committee Meetings.

13.3.3 Notwithstanding By-Law 13.0, subclauses 13.3.1 and 13.3.2, if discussion/action, papers etc are forwarded to PLSA General Committee Members and either insufficient or no response is provided by email by the designated date by the General Committee Members, the Management Team has the right to proceed with relevant actions to operate the Association and meet necessary timelines.

14.0 Recognition

Recognition takes the form of four components:

- Life Member
- Patron
- Services Awards; and
- Committee Acknowledgement

14.1 Life Member

Opening Statement

The Association may at its discretion award a Life Membership to an outstanding financial Member. The Honorary Life Membership is recognised as the highest recognition that can be awarded to a financial member in acknowledgement of exceptional service and contribution. It should retain its prestige and not be awarded easily.

This appointment will be conferred in accordance with the PLSA By-Laws, specifically Clause 14.0, subsection 14.1.

The Association shall have a maximum of 5 animate Life Members at any one time.

Criteria for membership

Life Membership may be conferred upon a financial Member of the Association, and the following criteria should be considered:

- The person has rendered distinguished, exceptional, or special service, support, or assistance in upholding the Association.
- The exceptional service should be ongoing for more than a minimum of 7 years.
- This award, by implication - financial member cannot be conferred posthumously.
- Consider the following attributes:
 - Served on the Management Team for greater than 5 years in a management role.
 - Served on the General Committee for greater than 5 years.
 - Served the Association through outstanding contribution to Seniors of the Association via activities for greater than 5 years eg: PVDP, PCW, BBQs, fund raising and the like.
 - Introduced innovative processes in administration and management.
 - Advanced the good name of the Association.
 - Increase the respectability of the Association both from within and with external bodies.
 - Ability to enthuse others to implement innovative ideas and processes.
 - Outstanding leadership qualities working with all areas of the Association.
 - Has a dynamic ability to uplift other members of the Association's Committee.

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- **NOTE: Achievement/activities that do not directly or indirectly benefit the Association or its members will not be considered with regards to merit for the award.**

Nomination Process

NP01 – The nomination must be submitted on the Association’s nomination form.

NP02 – The nomination should be set out to outline achievements and activities of the nominee.

NP03 – The nomination form need not be signed by the nominee.

NP04 – The nomination form should have a proposer and seconder who are also current financial members of the Association.

NP05 – Life Member nominations cannot be nominated by or supported by an immediate family member or a person who has a conflict of interest even if that conflict of interest is disclosed.

NP06 – All nominations must be submitted at least 2 months before the AGM, noting that conferred award will be presented at an AGM.

NP07 Notwithstanding NP06, nominations should be called and remain open for 30 days.

Administrative Process

AP01 – The Association’s Life Member Appointment Team (LMAT), will consist of the President, Vice President and 1 other Committee Members, all of whom will have 1 deliberative vote.

All members will be present for the formation of a quorum.

AP02- The LMAT will forward minutes of their meeting and recommendations to the Management Team for actioning. The Management Team’s decision will be final.

AP03 - In the event of dissention at a LMAT, the member/s objecting must provide strong reason/s and this information should be recorded in the LMAT minutes,

AP03 - The Life Membership citation will be presented at an AGM.

AP04 – The retraction of a Life Membership bestowment may occur when the LMAT is presented with written evidence where the recipient has conducted themselves in a manner that reflects directly and adversely on the Association and or its position.

This evidence will be reviewed by the Management Team. The outcome/actions taken decided by the Management Team will be final.

This action is likely only to be implemented in exceptional circumstances and would not be actioned lightly. In the event of such consideration the recipient should be given the opportunity to present their case to the Management Team at a meeting for consideration.

AP05 – The citation will consist of a Trophy as decided by the Association from time to time.

AP06 - The granting of a Life Membership will be publicised on the PLSA web site, in the Newsletter and advised to members at relevant functions.

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AP07 - The outcomes of Life Membership should be recorded in the minutes of the AGM.

Note: Granting of a Life Membership is not a competitive matter and nominees should be individually assessed in relation to personal achievements and merit.

AP08 -If a nominee is a Member of the LMAT, the Management Team will provide a substitute for the deliberations of nominations that year.

AP09 -If a nominee is a member of the Management Team upon which the recommendations are forwarded to, for a final decision to confer an award; that nominee's vote at that Management Team Meeting will be stood aside.

In addition, the said actions will be noted in the minutes of the Management Team Meeting minutes.

AP10 -Note, a person who has provided service for the notional 7 years as specified under the Criteria for Membership, is not automatically granted Life Membership utilising this criterion in singularity.

AP11 The Association will establish and maintain a Life Member Honour Board and all conferred Life Members' names and year of conferment recorded on this Board.

Honorary Life Membership – Benefits

- i) Full membership for life with no fees.
- ii) Free and unvetted priority access to all the Associations events.
- iii) Recognition on the Associations Honour Board.

14.2 Patron

Definition - A person who supports, protects, believes, in someone or something such as the Association, event or course, a sponsor or benefactor.

Passive Role

The person lends their name by reputation to the Association to add credibility and integrity to the Association's products and services.

It is expected that by adding their reputation to our Association, it will progress our purpose, public image, performance and potentially income producing capacity. eg: VIP Guest appearance, speaker, and promotional brochures.

Active Role

The person lends their name by reputation to the Association to add credibility and integrity to the Association's products and services, including ideas, inspiration and/or own money to progress services or events of the Association. A true believer.

Steps of Patron Selection

14.2.1 Determine the Patron's Role – Passive or Active

A Passive Role may imply the Patron may need to be catered for, organised, funded, or supported and undertakes a minimalistic role.

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An Active Role may imply the Patron is expected to make a positive contribution in terms of their facilities, time, influence, ideas and will certainly need to be catered for and supported whilst potentially inputting their own funds or in-kind services/facilities for the betterment of the Association.

- 14.2.2 Ascertain to the satisfaction of the Management Team, that the person being reviewed for the position of Patron, has the potential for real value adding to the Association through reputation, lifting funds and value should be clearly identifiable and measurable.
- 14.2.3 Identify the nature and extent of the Patron’s support (which may include financial support) for both the person and the expected functions ie: what are the direct costs of having the Patron who is both effective, satisfied and can achieve measurable outcomes.
- 14.2.4 Processes and procedures to identify the right Patron may include.
- Right Patron - achievable, affordable whilst positively demonstrating value for money to the Association.
 - Avoiding embarrassment, risk, or misfortune to the Association.
 - Ensure that all Committee Members understand the role of the Patron; how they are to be supported and be aware of the business the Patron may operate. Committee Members **MUST** avoid “bad-mouthing” these business enterprises.
 - The Patron is authorised to make media statement in the conjunction with the President or their nominee.
 - Annual review of the Patron by the Management Team to review the position, continuance, and confidence in the Patron(s). The Association may have more than one patron.
- 14.2.5 Appoint of Patron – the Association will appoint a 4-person subcommittee known as the Patron Appointment Team (PAT) for the facilitation of appointing a Patron, including President, Vice President and 2 other Committee persons. Each member will have 1 deliberative vote; however, the President will also have a casting vote.

The specific operational circumstances for this appointment and operation of this subcommittee will be specified by the Management Team at the time. The subcommittee will make final recommendations to the Management Team for consideration at the next General Committee meeting pending appointment.

Checklist – Determine the Right Patron for the role:

- Consider the qualities the Association is looking for in a Patron.
- Refer to **AF11 - Role Description - Patron**.
- Prepare letter of offer once selection has identified the relevant person and that person has been approved by the General Committee at a meeting.
- The time of appointment will be 2 years which can be extended. The Patron may serve multiple terms.
- In the event of a vacancy, a new Patron must be re-appointed within 3 months if possible.
- Ensure the person to be appointed is convinced that the role of Patron for the Association will add value to their own public image / business and Community Standing.
- Upon appointment, a formal letter will be formulated, signed by the President, and delivered to the prospective Patron.

Formal Awarding of Patronship

- Issue a Press Release advising of the Patron.
- Advertise the Patron through the Newsletter to Members.

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- The Patron's title and name shall be on the PLSA Letterhead.

In writing to the new Patron, with regards their appointment:

- Welcome the new Patron to the Association.
- Invite the Patron to the next General Committee Meeting and introduce them to the Committee Members.
- Specify if the role is to be passive or active.
- Outline expectations of the Association.

Provide a folder including the following documents:

- Provide Organisational Chart.
- Association's latest financial report.
- History of the Association and its growth.
- Constitution and By-Laws.
- Provide relevant documents:
 - Respectful Intervention
 - Code of Conduct
 - Privacy Policy
 - Quality Register

14.3 Service Awards

The Association maintains Service Award Records as determined by the Association from time of incorporation of an Association; respective date applicability is the 24 November 2014, to recognise the:

- Volunteer work undertaken by the Association's Committees (There are no paid employees within the Association).
- Continuity of services by Endorsed Volunteers over an extended period.
- Skill input levels and qualifications of Endorsed Volunteers/Committee Members utilised to maintain an equitable, stable, and financial Association.

The Association will recognise Committee Members years of continuous service as well as those Endorsed Volunteers who undertake Service Roles as appointed by the Association, incorporating a minimum of 50 hours volunteer work per year eg: Volunteer Driver – Palmerston Volunteer Driving Program and Palmerston Community Wheel to name just a couple.

In the case of the Committee Members or those Endorsed Volunteers undertaking a Service Role, an Award Tier will be conferred provided there is no more than a 1-year break in any award period. e.g., 5 Years of Service may be completed over a period of 6 years duration.

Award Tiers

There shall be 3 award tiers within the structure of the Association:

- 5 Years of Service.
- 10 Years of Service.
- 15 Years of Service.

At each Award Tier presentation, awards will be:

- Presented by the Patron (or their nominee)

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- Presented at an appropriate function in the presence of Members as determined by the Management Team in conjunction with the Patron eg: Closing Ceremony at Seniors Fortnight, Morning Tea function or Annual General Meeting.
- Presented to conferred recipients, all of whom will receive:
 - A framed certificate, signed by the Patron.

In addition:

- 5 Years of Service plaque, recipients will receive a **Red Acrylic Ballast – 205mm in height** or similar.
- 10 Years of Service plaque, recipients will receive a **Blue Acrylic Ballast – 205mm in height** or similar.
- 15 Years of Services plaque, recipients will receive a **Green Acrylic Ballast – 205mm in height** or similar.
- Funding for the Service Awards and certificates, along with the function to present such awards will be funded through general revenue of the Association.
- Such awards will be conferred at a suitable time as decided by the Management Team in consultation with the Patron during the year that they fall due.
- Management of the Service Awards data base and alerting the Management Team that such awards are required to be awarded will be the responsibility of the Public Officer.

14.4 Committee Acknowledgement

- 14.4.1 The Association’s Committee Members are all volunteers and in order that the Association remains viable and sustainable, providing services/event for Seniors of Palmerston and Litchfield region, the Committee Members need to remain committed, comfortable, and content to continue carrying out their roles.
- 14.4.2 To remain effective, efficient, and satisfied, including good mental health, the Association to achieve its measurable outcomes must reward its dedicated volunteers.
- 14.4.3 In maintaining moral and measurable outcomes, the following social activities are conducted throughout the year:
- At a Sponsors premises (if practical), conduct a Morning Tea, nominally three times a year:
 - Occasion 1 – During the week before Easter Saturday.
 - Occasion 2 – During the week before Seniors Fortnight.
 - Occasion 3 – During the week before Christmas or as arranged.
 - These events will include the Committee Members and up to 3 special outstanding Endorsed Volunteers if applicable.
 - The Management Team will ensure a formal invitation to the Patron has been included.
 - At a location decided by the Management Team arrange and conduct a dinner/lunch at which all Committee Members, their partners/companions and the Patron will be invited.
 - This event will be conducted after the completion of Seniors Fortnight or before Christmas, at a date/time determined by the Management Team.

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The costs associated with activities described in Item 14.4.3 will be funded through general revenue of the Association.

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15.0 Glossary of Terms

The following definitions and meanings shall apply:

Act	Associations Act and regulations made under the Act; this may also include other relevant Acts that the Association must comply with.
Agency	Government organisation with whom the Association may seek grants or advice, whether Commonwealth, Territory or Local Government.
Asset Manager	Is the person appointed by the Association to manage and maintain the Association's prescribed property in accordance with SOP12 – Asset Management.
Association	Palmerston And Litchfield Seniors Association Inc. (PLSA)
By-Laws	Rules, regulations and procedures of the Palmerston and Litchfield Seniors Association Inc. operate under when delivering professional services for seniors of the Palmerston and Litchfield region.
Committee	Management Team of the Association. General Committee of the Association.
Constitution	The document required in accordance with the Association Act, currently effective, 6 February 2019.
Grants Officer	Person charged by the Association to develop, manage, and administer funding grants on behalf of the Association.
Life Member	An honour conferred by the Association upon any person duly nominated, in writing and whom the Association is satisfied meets the relevant criteria for such conferral.
Member	Financial person of the Association.
Marketing and Development Manager	Association appointed member assigned to undertake all marketing and developmental work on behalf of the Association, including the maintaining of Sponsors, locating of new Sponsors, and maintaining Sponsorship Agreements.
Palmerston Community Wheel (PCW)	Is the activity managed between the PLSA and Palmerston Shopping Centre utilised for fund raising for the PLSA.
Palmerston Volunteer Driving Program	An Association approved service partnered between the PLSA and the Brennan Electorate Office for use by members and no-members for the betterment of the seniors needing assistance.
Patron	A person who supports, protects, someone or something such as an Association, event or course, a sponsor or benefactor appointed by the Association.
President	Person charged by the Association to manage the affairs of the Association.

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Pre-Event Inspection Management Team (PEMT)	Association appointed members who undertake pre-event inspection of all event site prior to a Risk Assessment Matrix being formulated.
Prescribed property	Prescribed property and assets - wordage used interchangeably. Are property / assets that are acquired from funds obtained under a grant from the Commonwealth Government, the Territory Government, Local Government or Association funds, including interest, goods, both legal or equitable, including land and buildings. Assets are determined as prescribed property.
Proxy	A written authority by a member to carry the vote of another member in their absence.
Public Officer	Person charged by the Association to meet the requirements under the Associations Act on behalf of the Association.
Risk Assessment	Task/s undertaken by the Association to ensure event/s is delivered safely and comfortably as possible for Seniors.
Risk Assessment Management Team (RAMT)	Association appointed members who undertake all Risk Assessment Matrix associated with every event operated / delivered by the Association, once Pre-Inspection Reports have been completed.
Secretary	Person charged by the Association to manage and report on the Association's administrative matters.
Service Awards	Recognise effort, value and professional development and volunteer lifecycle.
Shirts	Monogrammed shirts supplied to Committee Members for the purpose of marketing, promotion and conducting the Association's business.
Sponsorship	Individuals, companies / Businesses, or organisations that support the Palmerston And Litchfield Seniors Association Inc. (PLSA) to assist Seniors throughout the year.
Sub-Committee	The Association will form and approve various sub-committees from time to time to effectively run the Association's business.
Treasurer	Person charged by the Association to manage and report on the Association's financial matters.
Vice President	Person charged by the Association to assist the President to manage the affairs of the Association.

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