



Constitution

&

Handbook

Last Amendment 21st June 2007

Contents

Preamble
Revision Index

1. Name
2. Definitions
3. Mission
4. Objectives
5. Membership
6. Government
7. Responsibility to Health Service
8. General Meetings
9. Officers
10. Associated Bodies
11. Finance
12. Amendment(s) to Constitution
13. Handbook
14. Alteration(s) to Handbook
15. Liability, Property and Dissolution

CONSTITUTION

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC
Last Amendment 21 June 2007

PREAMBLE

Volunteer involvement at the Lyell McEwin Hospital began at the time the original hospital was established in 1959, with the formation of the Ladies Auxiliary and visitation to the hospital by local church members, offering spiritual support to those who were unwell.

Over the ensuing years, a number of volunteer groups emerged throughout the Hospital, culminating in the need for all of these volunteer interests to be pulled together into one structured group. Out of this was borne a desire to establish an Incorporated body of volunteers, serving the community of Adelaide's north.

Through the years, the volunteers have witnessed many triumphs and great expansion – now providing services across all areas of Northern Adelaide. It has likewise persevered through many setbacks and hardships. We acknowledge all those who have contributed to our heritage and who continue to be committed to the well being of all those we serve.

REVISION INDEX

Date	Revision
July 1988	Original Constitution developed
August 1995	Amendments made
November 1998	Further amendments made
August 1999	Major Constitutional / Handbook review & changes agreed to by members
November 2001	Name changed and other handbook changes passed at AGM
November 2002	Mission Statement Changed
November 2003	Mission Statement Changed
November 2005	Changes made in accompanying handbook to details regarding length of Board member term and Executive Committee powers
June 2007	A range of changes made to AGM details, voting percentages and voting processes

CONSTITUTION

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

Last Amendment 21 June 2007

1.0 NAME

There shall be an organisation of volunteer workers which shall be entitled the "**Lyell McEwin Regional Volunteer Association Incorporated**", hereinafter called "the Association".

2.0 DEFINITIONS

2.1 In this Constitution, unless otherwise stated, the following terms will mean:

Board: The 'Board of Governance' of the Association.

Member: Any volunteer of the Association who is fully registered and whose name appears on the membership register of the Association referred to in section 2.0 of the Handbook.

Executive Officer: The person employed as the senior employee of the Association by the Board

LMH The Lyell McEwin Hospital

Handbook: The document of the Handbook that the Association has accepted for the administration of this Constitution.
(see sections 13.0 & 14.0 of the Constitution)

2.2 Where the context requires it, the singular shall include the plural and the masculine shall include the feminine.

3.0 MISSION

To offer support to those in our community who are directly or indirectly affected by ill health and the ageing process.

4.0 OBJECTIVES

- To establish and maintain best volunteer management practices in order to provide an avenue for community development
- To complement the services provided by the LMH and its affiliated agencies
- To raise funds to; Maintain independence as an incorporated body
Provide the necessary infrastructure for Association business
Purchase additional amenities for the Lyell McEwin Hospital
- To be recognised as a professional volunteer organisation
- To develop meaningful and open partnerships in all dealings with key stakeholders
- To facilitate meaningful volunteer opportunities
- To maintain an identity of independence and autonomy
- To recognise, value and support the role of Volunteer Managers
- To actively promote the work that we do

CONSTITUTION

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

Last Amendment 21 June 2007

5.0 MEMBERSHIP

- 5.1 Membership and registration into the Association is automatically granted and open to any volunteer applicant, who has undergone – and meets - the criteria for membership to the Association as set out in section 1.0 of the handbook.

6.0 GOVERNMENT

- 6.1 The government of the Association shall be vested in the body of volunteers who compose its membership, who shall have full power to manage the affairs of the Association through the election of a Board of Governance. The powers of the Association shall be the powers contained in the Association's Incorporation Act.
- 6.2 The Board shall be entitled to exercise the full powers of the Association as set out in the Association's Constitution and Handbook, and shall have responsibility for the management and control of the Association's property and funds.
- 6.3 Members shall determine any matter not provided for in the Constitution or Handbook. The Annual General Meeting, Special Member's Meetings or postal voting processes shall be conducted for these purposes in accordance with the Handbook.

7.0 RESPONSIBILITY TO HOSPITAL

- 7.1 Activities of the Association directly pertaining to LMH programs and initiatives, shall only be undertaken following consultation with the LMH Executive team.

8.0 GENERAL MEETINGS

- 8.1 An Annual General Meeting of members shall be held in the month of October or November each year.
- 8.2 At least fourteen (14) days notice shall be given for any special members meetings the Board may deem to be necessary for extraordinary business from time to time. The notice of the meeting shall clearly state the nature of the business to be transacted and any motion or motions to be proposed at the special members meeting.
- 8.2 The quorum for any General Meeting shall be 5% of the registered volunteers. Any matter shall be decided by a majority of those members present and voting at the meeting.

9.0 OFFICERS

- 9.1 A Board of Governance and its associated Officers shall be appointed, in accordance with the Handbook, to assist the Association in the fulfilment of its Mission and Objectives.
- 9.2 The Executive Officer (refer Section 6.0 of the Handbook) shall be the Public Officer of the Association.

10.0 ASSOCIATED BODIES

- 10.1 The Board shall have power to form and dissolve committees, organisations, groups and other such bodies for the carrying out of its mission and objectives.

CONSTITUTION

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

Last Amendment 21 June 2007

11.0 FINANCE

- 11.1 For the purpose of carrying out the above mentioned objectives and with the approval of the Board, the Association may;
- a) acquire, hold, deal with and dispose of any real or personal property
 - b) administer any property or trust
 - c) open and operate bank accounts
 - d) invest it's money;
 - i) in any security in which trust moneys may, by act of parliament, be vested **OR**
 - ii) in any other manner authorised by the Board
 - e) borrow money upon such terms and conditions as the Board thinks fit
 - f) give such security for the discharge of liabilities incurred by the Association as the Board thinks fit
 - g) appoint agents to transact the business of the Association on its behalf
 - h) enter into any other contract the Board considers necessary or desirable
- 11.2 At the Annual General Meeting, the members shall appoint an auditor for the forthcoming financial year. The audited accounts of the Association for the previous financial year shall be included in the Annual Report that is considered at the Annual General Meeting.
- 11.3 The financial year of the Association shall be the period of twelve months ending on 30th June in each year.

12.0 AMENDMENT(S) TO CONSTITUTION

- 12.1 This Constitution may be amended subject to the following conditions;
- a) at least 14 days notice being given either prior to the Annual General Meeting, or in order to convene a Special General Meeting to consider the proposed amendment, the notice of the meeting setting out in full the proposed amendment
OR
 - b) a postal voting mail - out being distributed to all members clearly outlining the nature and history of the proposed change and clearly stating a motion reflecting the change. At least 14 days shall be given for members to return postal voting slips
 - c) The most appropriate method of the above shall be determined by the Board.
 - d) If the amendment is being considered at an Annual General Meeting or Special Members Meeting, the proposed amendment may be modified by a decision of the members present.
 - e) The proposed amendment may not be modified if using the postal voting system described in sub clause (b) above.
 - f) A quorum at meetings to alter the constitution shall be considered 5% of the registered volunteer members.
 - g) At least 5% of registered volunteers would need to return voting forms for a postal ballot to be considered legitimate.
 - h) A majority of those voting (by either means) would be required to pass an amendment to the constitution
 - i) Postal voting forms shall be collated & counted by the Executive Officer and one other person appointed by the Board

CONSTITUTION

LYELL McEWIN REGIONAL VOLUNTEER ASSOCIATION INC

Last Amendment 21 June 2007

13.0 HANDBOOK

13.1 The members of the Association shall have power to make, alter, or rescind rules within the Handbook which are consistent with the expressed or implied intent of this Constitution.

14.0 ALTERATION(S) TO HANDBOOK

14.1 The Handbook may be amended subject to the following conditions;

a) at least 14 days notice being given either prior to the Annual General Meeting, or in order to convene a Special General Meeting to consider the proposed amendment, the notice of the meeting setting out in full the proposed amendment

OR

b) a postal voting mail – out being distributed to all members clearly outlining the nature and history of the proposed change and clearly stating a motion reflecting the change. At least 14 days shall be given for members to return postal voting slips

c) The most appropriate method of the above shall be determined by the Board.

d) If the amendment is being considered at an Annual General Meeting or Special Members Meeting, the proposed amendment may be modified by a decision of the members present.

e) The proposed amendment may not be modified if using the postal voting system described in sub clause (b) above.

f) A quorum at meetings to alter the handbook shall be considered 5% of the registered volunteer members.

g) At least 5% of registered volunteers would need to return voting forms for a postal ballot to be considered legitimate.

h) A majority of those voting (by either means) would be required to pass an amendment to the handbook

i) Postal voting forms shall be collated & counted by the Executive Officer and one other person appointed by the Board

15.0 LIABILITY, PROPERTY & DISSOLUTION

15.1 If upon the winding up or dissolution of the Association there remains, after satisfaction of all debts and liabilities, any property whatsoever, such property shall be distributed to another body or bodies having similar objectives to the Association, providing that the Association has been approved pursuant to section 78(1) (a) of the Income Tax Assessment Act 1936 (as amended)

15.2 The income and property of the Association shall be applied solely towards the promotion of the mission and objectives of the Association.

15.3 No portion of income or property shall be paid or transferred either directly or indirectly, by way of dividend, bonus or otherwise to any member or relative of members of the Association, provided that nothing herein shall prevent any payment in good faith, to any person in return for services actually rendered to any person in the furtherance of the objects of the Association and without undue preference.