

5. THE MANAGEMENT COMMITTEE

- 5.1 The Board shall be a minimum of seven (7) persons or a maximum of eleven (11) comprising: -
 - 5.1.1. Four persons elected by an AGM who shall each serve two-year terms. Two persons shall be elected at one AGM, the other two at a subsequent AGM.
 - 5.1.2. Three persons appointed by the elected persons each for a term of three years. Each appointment shall be made sequentially such that one appointment shall retire at each AGM. On retirement, the person is eligible for re-appointment.
 - 5.1.3. Co-opted Persons: Additionally, there may be up to a further four persons appointed by the Board after an AGM to serve on the Board for a nominated period until the next AGM.
- 5.2 The Appointment shall be
 - 5.2.1 One (1) person trained in legal matters with either a minimum of five years' experience or with specialise knowledge relevant to the management of a community body;
 - 5.2.2 One (1) person trained in financial matters with either a minimum of five years' experience or with specialist knowledge relevant to the management of a community body;
 - 5.2.3 (1) person trained in an expertise and / or with a minimum of five years' experience or with specialist knowledge relevant to the purpose of GCS – primarily these being education, community development and / or social work.
- 5.3 The board shall control and manage the affairs, funds, and other property of the Association in accordance with the rules, policies and procedure of the Association and the powers of the Act.
- 5.4 The Board may function validly notwithstanding any vacancies so long as its number is not reduced below four.
- 5.5 Board members shall, upon election, become members in their own right and shall not in their capacity as Board members, act as representatives of another organisation.
- 5.6 The Chairperson shall be elected by the members of the Association from the candidates for election at a relevant AGM for a period of two years. At that election, the election of Chairperson shall be held first, and the subsequent remaining position will be filled in a separate ballot.
- 5.7 The Board shall appoint Office Bearers and specific roles to meet the needs of the Association and an auditor at the next meeting following the AGM. Their term of office will last until the next AGM.
- 5.8 There shall be an executive of the Association consisting of the Chairperson and two other Members of the Board who shall collaboratively have power to make a decision where a decision cannot be delayed until the next management committee meeting.
- 5.9 The Board may appoint members of the Association to fill a casual vacancy. Such person will hold office until the Association's next AGM at which time they will be eligible for election.
- 5.10 The Board may delegate any of its powers to a subcommittee or the Executive Officer.
- 5.11 An office bearer or member of the Board shall cease to hold such office upon;
 - Resignation in writing, or

- Absence for three successive committee meetings without an explanation acceptable to the committee, or
 - Expulsion.
- 5.12 The Board shall have final determination on any matter.
- 5.13 The Board will review the work of the year and it will undertake a strategic planning process once a year.
- 5.14 A staff member of GCS cannot be a member of the Board
- 5.15 A volunteer managing a program of GCS cannot be a member of the Board
- 5.16 A Board member may not be a volunteer in a GCS program unless agreed by the Board and for not more than a fixed period of three (3) months. This may be renewed.
- 5.17 The Board may agree a member of the Board to manage a GCS program on a voluntary basis for a once only fixed period not exceeding three (3) months.
- 5.18 Retiring Board members are able to renominate.

6 COMMITTEE MEETINGS

- 6.1 The Management Committee shall meet at least once a month between February and December of a calendar year.
- 6.2 Quorum of 4 members is required at each committee meeting.
- 6.3 The Chairperson or two other members of the Management Committee shall have power to call a meeting.
- 6.4 Notice of meetings shall be given at the previous Committee Meeting or by seven days written notice distributed to all committee members or in an emergency, by such other notice as shall be ratified by the Committee.
- 6.5 The committee may meet at any time as agreed and by any agreed legitimate means (e.g. email/ conference/ phone)
- 6.6 A matter may be added to the meeting agenda by members by way of notifying the Chairperson and the committee must deal with a notified matter at the next Management Committee meeting.
- 6.7 The Management Committee shall invite quest to attend committee meetings who will have no voting rights.

7 GENERAL MEETINGS

- 7.1 General Meetings, which shall include the Annual General Meeting and any Special Meeting, shall be held not less than once in each calendar year to further the objects of the Association.
- 7.2 Written notice of not more than twenty one days and not less than seven days of all General Meetings shall be displayed at any premises occupied by the Association, and otherwise publicised as appropriate.
- 7.3 The Annual General Meeting shall be held in within five months of the end of the financial year.
- 7.4 Annual General Meetings shall be open to all persons.
- 7.5 A quorum at any General Meeting shall be ten people who are entitled to vote.
- 7.6 If at any General Meeting there is not a quorum within thirty minutes of the time appointed for the meeting, then a majority of those present who are entitled to vote, may decide to adjourn the meeting for a period not exceeding fourteen days. The quorum for such adjourned meetings shall be reduced to five, failing which the meeting will lapse altogether.
- 7.7 The business of the Annual General Meeting shall be;
- 7.7.1 To receive the Chairperson's report,

- 7.7.2 To receive the Treasurer's report and the audited financial statements for the previous financial year,
 - 7.7.3 To receive all other reports on the business of the Association,
 - 7.7.4 To elect or re-elect the Committee members following the nomination and election procedure,
 - 7.7.5 To conduct any other business placed on the agenda before the commencement of the meeting.
- 7.8 A Special General Meeting shall be called by the Secretary within twenty-one days of receipt of a directive of the Committee or a written request of three Committee members or six members of the public entitled to vote, specifying the business to be conducted at the meeting.

8 VOTING

- 8.1 Voting shall be by show of hands and be determined by simple majority, except that:
 - 8.1.1 Any contested election at an Annual General Meeting or other meeting shall be by secret ballot
- 8.2 A meeting may, by show of hands, require any other vote to be by secret ballot.
- 8.3 At General meetings;
 - 8.3.1 Only members of the Association shall be entitled to vote.
 - 8.3.2 Voting entitlement shall be determined by reference to the register of members
 - 8.3.3 Only a person entered onto the Register of Members by the Board prior to the AGM shall be entitled to vote.
 - 8.3.4 To vote in a multiple candidate election, a voter shall record a one (1) against the candidates of their choice not exceeding the number of positions available. (e.g. for a valid vote for three positions means casting three or less (1) votes). The position will be determined by the persons receiving the highest number of (1) votes. Where there is a tie, the position shall be determined by lot.
- 8.4 There shall be no proxy voting.