

# CONSTITUTION

Grandparents  
For  
Grandchildren



## GRANDPARENTS FOR GRANDCHILDREN SA Inc

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## **GRANDPARENTS FOR GRANDCHILDREN SA INC**

### **1. NAME**

The name of the incorporated association is Grandparents For Grandchildren SA Incorporated, referred to herein as Grandparents For Grandchildren or GFGSA.

### **2. DEFINITIONS**

'Board'	the governing committee of GFGSA.
'Board member'	A person who has been appointed to the Board.
'CEO'	the Chief Executive Officer of GFGSA, holding executive power as appointed by the Board according to the Rules of Association.
'Client'	A Grandcarer, as defined.
'GFGSA'	an abbreviation of the full name of Grandparents For Grandchildren SA Incorporated.
'General Meeting'	a duly convened meeting composed of the Members of GFGSA.
'Grandcarer'	a grandparent or kinship carer who is nurturing a grandchild, grandchildren or other child(ren), outside legislated state care arrangements.
'Membership'	a Board Member who has been approved by the GFGSA Board as a Full Member or Associate Member.
'Month'	a calendar month.
'Staff'	the paid and nonpaid employees of GFGSA.
'the Act'	the Associations Incorporation Act 1985 (as amended).

### **3. PRINCIPLES**

Grandparents For Grandchildren abides by and recognises both the United Nations convention on the Rights of the Children/Child which was ratified by Australia in December 1990, and the convention on the Rights of Persons with Disabilities which was ratified by Australia in July 2008.

### **4. OBJECTS**

- 4.1 These objects are to be read subject to the Principles.
- 4.2 GFGSA has as its primary focus the welfare of all children from all socio-economic backgrounds, and cultural and linguistically diverse communities.
- 4.3 GFGSA provides services relevant to the needs of the individuals and communities, but consistent with the values of GFGSA.
- 4.4 GFGSA services are based on recognising that early intervention is the most effective approach to addressing the needs of individuals and communities, in accordance with clause 4.5.
- 4.5 GFGSA provides:
  - 4.5.1 Assistance to the children through their Grandcarers where the children's parents are unable or unwilling to provide for their basic needs; and one or more Grandcarers is providing, or attempting to provide, or wishing to provide, for them by emergency and ongoing support, encouragement, information and service to assist grandparents.
  - 4.5.2 Public awareness and promotes community involvement and support for families in crisis.
- 4.6 GFGSA develops new and relevant services that best cater for the needs of the Client group.

### **5. POWERS**

GFGSA has the following powers, exercised by the Board, to:

- 5.1 Acquire, hold, deal with, and dispose of, real or personal property;
- 5.2 Administer any property on Trust;
- 5.3 Open and operate bank accounts;
- 5.4 Invest its moneys:
  - 5.4.1 In any security in which trust moneys may, by Act of Parliament, be vested, or;
  - 5.4.2 In any other manner authorised by the Rules of GFGSA;
- 5.5 Borrow money on such terms and conditions approved of by the Board;
- 5.6 Give such security for the discharge of liabilities incurred by GFGSA as approved by the Board;
- 5.7 Appoint agents to transact any business of GFGSA on its behalf; and
- 5.8 Enter into any other contract it considers necessary or desirable.

## **6. MEMBERSHIP**

The members of the Association are those appointed as Board Members.

## **7. MANAGEMENT OF THE ASSOCIATION'S AFFAIRS**

- 7.1 The affairs of the Association are to be managed and controlled exclusively by the Board, which shall exercise all such powers and do all such things as are within the objects of the Association, except where this Constitution or the Act requires them to be done by the Association in General Meeting.
- 7.2 The Board shall have the authority to interpret the meaning of this Constitution and any other matter relating to the affairs of the Association on which this Constitution is silent.
- 7.3 The Board must appoint a Chief Executive Officer.
- 7.4 The Chief Executive Officer shall not be a Board Member but shall report to the Board.
- 7.5 The Chief Executive Officer must carry out the duties delegated by the Board and those imposed by law.
- 7.6 Any reference in this Constitution to the Chief Executive Officer includes a person acting in that position.

## **8. RESIGNATIONS**

A Member

- 8.1 May resign from membership of the Association by giving 14 days' written notice to the Chairperson of the Board.
- 8.2 Shall cease to be a member of the Association when they resign from being a Board Member.

## **9. MEETINGS**

### **Annual General Meeting**

The Annual General Meeting of the Members of the Association shall:

- 9.1 Be held within 5 months of the end of the financial year.
- 9.2 Receive and adopt the Audited Financial Statements and the Annual Report of the Treasurer.
- 9.3 Appoint Board Members as required.
- 9.4 Consider and if appropriate, approve amendments to this Constitution as provided in Clause 23 of this Constitution.
- 9.5 Transact such other business that may be brought before the meeting, in conformity with any by-laws under this Constitution or which the Board may consider relevant.

### **Special General Meeting**

- 9.6 A Special General Meeting may be called at any time by at least two Board Members.
- 9.7 The Meeting must be held on a date within thirty (30) days after receipt of a requisition to that effect, specifying the business to be transacted at such Meeting.

#### **Notices**

- 9.8 Notices of all Annual General Meetings and Special General Meetings shall be given by sending to each Board Member at least fourteen (14) days prior to each meeting; a notice in writing, including email, specifying the place, day, hour for the meeting.

#### **Quorums**

- 9.9 No business shall be transacted at any Annual General Meeting or Special General Meeting unless a quorum of not less than 2/3 of current Board Members are present at the commencement of such business. If within thirty (30) minutes from the appointed time for the Meeting a quorum is not present, the Meeting shall stand adjourned to such place, date and time as the Chairperson of the Meeting for the time being shall then decide **PROVIDED THAT** no such Meeting shall stand adjourned for more than fourteen (14) days following the date of the adjournment. If at such adjourned Meeting a quorum is not present those present shall constitute a quorum and may proceed to transact the business for which the Meeting was called.

## **10. THE BOARD**

### **Governance**

- 10.1 The Management of the Association shall be vested in a Board of no less than five (5) and no more than eleven (11) Members.
- 10.2 Board Members shall hold office until the close of proceedings of the next annual General Meeting, even if retiring thereafter.
- 10.3 Any Member of the Board who has completed a two-year term of office is eligible for re-appointment for a further two -year term.
- 10.4 At the commencement of this Constitution, 50% of the Board Members will nominate to retire (and may nominate for re-appointment) at the end of the first year, and 50% will ordinarily serve a two-year term. This may be determined by self-selection or by vote of all the Board Members.
- 10.5 All Board Members are appointed to the position of Board Member by invitation or competitive selection, in accordance with a process agreed to by the Board.
- 10.6 Appointment to Board vacancies is based on skills identified by the Board and in accordance with clause 10.1 and the following:
- 10.6.1 No less than one (1) Member and no more than three (3) Members shall be GFGSA clients or former clients; and
- 10.6.2 All other Members shall be appointed based on their skills and capabilities.
- 10.7 No (paid or unpaid) staff shall be appointed to the Board.

### **Board Members**

- 10.8 The office of a Board Member shall become vacant if a Board member is:
- 10.8.1 Disqualified from being a Board member as a result of being in breach of the Association's constitution.

10.8.2 Expelled as a member under the rules

10.8.3 Absent without apology for more than four (4) meetings in a financial year or three (3) consecutive Meetings

10.8.4 If the member is permanently incapacitated due to ill health.

#### **Office Bearers**

10.9 The Office bearers of the Association shall consist of the Chairperson, Secretary, and the Treasurer.

10.10 The Board, at its first Meeting, held after the Annual General Meeting, shall elect from its own Membership the Chairperson, Secretary and Treasurer.

#### **Indemnity of Board members**

10.11 Every Board Member shall be indemnified by the Association against all liability, costs, losses and expenses incurred by any Board Member in defending any proceedings brought against him or her in which he or she is acquitted, or proceedings dismissed.

#### **Board Meetings**

10.12 The Board shall meet not less than nine (9) times per year **PROVIDED THAT** the period between any Board meeting shall not be more than 6 weeks, unless Public Holidays occur during that period.

### **11. CONFLICT OF INTERESTS**

A Member of the Board having a direct or indirect pecuniary interest in a contract, proposed contract or any other matter, with GFGSA must disclose the nature and extent of that interest to the Board as required by the Act, and shall not vote with respect to that contract, proposed contract or matter. The Board Member must disclose the nature and extent of his or her interest at the current or next Board meeting.

### **12. BUSINESS OF THE BOARD**

12.1 No business shall be transacted unless a quorum of half the Board Members plus one of the Board Members is present.

12.2 Notice in writing or emailing of all Board Meetings and Committee Meetings shall be given by posting same to each Member thereof at least seven (7) days prior to any such meeting unless the Board or Committee meeting (as the case may be) is called on the grounds of an emergency to resolve an issue.

12.3 The Chief Executive Officer shall be entitled to attend Board Meetings unless the Board resolves to exclude he or she from a specified Meeting.

12.4 Urgent business may be conducted via electronic/remote communication under the same rule as 12.1 above.

### **13. MINUTES**

13.1 Minutes to be completed and distributed (even prior to confirmation) to all Board members within 10 days of the meeting for which the minutes relate.

13.2 The minutes retained pursuant to this rule must be confirmed by the Members of the Board as true and accurate at the next Board meeting.

13.3 The Minutes kept pursuant to this rule shall be signed by the Chairperson of the meeting at which the proceedings took place or by the Chairperson at the next succeeding Meeting at which the Minutes are confirmed.

13.4 Where Minutes are entered and signed, they shall, until the contrary is proved, be evidence that the Meeting shall be deemed to have been duly held, and that all appointments made at a Meeting shall be deemed to be valid.

#### **14. CASUAL VACANCIES**

14.1 Whenever a casual vacancy occurs in any Appointed Office of the Board or of any Committee; the Board may in its absolute discretion appoint a person to fill such a vacancy. The person so appointed shall in every instance continue in such Office until the next AGM.

#### **15. PATRON AND VICE-PATRONS and AMBASSADORS**

15.1 The Board may from time to time appoint a Patron and one or more Vice-Patrons of GFGSA, who need not be Members of the Association.

15.2 The Board may from time to time appoint one or more Ambassadors of GFGSA, who may not be Members of the Association.

#### **16. COMMITTEES**

16.1 The Board may from time to time appoint such Committees it deems necessary or expedient and may delegate or refer to them such powers and duties of the Board as the Board may determine.

16.2 Each Committee shall report its proceedings to the Board and shall conduct its business in accordance with the directions of the Board which may itself act in any matter, notwithstanding the existence of a Committee formed for that purpose.

#### **17. PROPERTY**

17.1 No member of the Board may without the approval of the Board, sell, encumber or otherwise deal with any Association property or commit the Association to any expense.

#### **18. PUBLIC OFFICER**

18.1 The Board shall, from time to time, appoint a person to act as Public Officer pursuant to the Associations Incorporation Act, 1985 (SA), as amended or any Act in substitution thereof.

#### **19. VOTING RIGHTS**

19.1 All Board Members shall have equal voting rights.

#### **20. COMMUNITY RELATIONS**

20.1 The Chairperson shall be the official spokesperson for GFGSA.

20.2 The Chairperson in consultation with the Board can authorise a Member of the Board to speak on behalf of the Association on matters concerning the Association.

#### **21. CHAIRPERSON**

21.1 The Chairperson shall preside at all Annual General, Special General and Board Meetings.

21.2 In the absence of the Chairperson or if the Chairperson is unwilling to act, the Chair shall be taken by another Board Member chosen by the attendees at the Annual General, Special General or Board Meeting.

21.3 The Chairperson at any Meeting shall have a personal deliberate vote and shall in addition have a casting vote if votes are equal.

21.4 The Chairperson together with the Secretary shall prepare the agenda for all Annual General, Special General and Board Meetings.

21.5 The Chairperson of a Meeting shall encourage full balanced participation by all Members and shall decide on matters of order.

## **22. CHIEF EXECUTIVE OFFICER**

22.1 The Chief Executive Officer shall be directly responsible to the Board for all aspects of the management of GFGSA, its programmes, and various professional, educational, administrative and public relations functions.

22.2 The CEO may attend Board meetings at the invitation of the Board but shall not have voting rights.

## **23. TREASURER**

23.1 The Treasurer shall ensure that:

23.1.1 All monies received are paid into an account authorised by the Board in the name of GFGSA.

23.1.2 Records are kept of all receipts and payments and other financial transactions. Such records shall be available for inspection by any Member.

23.1.3 Advise the Board of the financial position of GFGSA at authorised Board meetings.

23.1.4 Ensure the annual financial audit is undertaken, completed and presented to Board.

## **24. SECRETARY**

24.1 The Secretary shall ensure that

24.1.1 Notice of Meetings is given in accordance with the provisions of this Constitution.

24.1.2 Records are kept of the Association including the Constitution and Policies, Records of Members, a Register of Minutes of Meetings and Notices, a file of correspondence, records of submissions or reports made by or on behalf of the Association.

## **25. REMUNERATION**

25.1 No Board Member may benefit financially from GFGSA, except as bona fide compensation for services rendered or expenses incurred on behalf of GFGSA for professional skills, for which full disclosure has been provided and approved by the Board.

## **26. AUDITORS**

26.1 The Auditor shall be appointed annually by the Board to audit financial statements of GFGSA.

26.2 The Auditor shall express an opinion on the same before they are presented to the Annual General Meeting.

26.3 The Auditor shall be a member of a recognised accountancy society **PROVIDED THAT** he/she shall not be an Officer, a Board Member or an Employee of GFGSA.

26.4 The Auditor shall have the power to call for the production of all books, papers, accounts and documents relating to the affairs of GFGSA and be entitled to require proper explanations thereof by the Office Holders and Employees of GFGSA.

## **27. NOT FOR PROFIT**

27.1 The assets and income of GFGSA shall be applied solely in furtherance of its above mentioned objects and no portion shall be distributed directly or indirectly to the members of the



association for except as bona fide compensation for services rendered or expenses incurred on behalf of GFGSA.

- 27.2 The income and property of GFGSA shall be applied solely towards the promotion and objects of GFGSA and no proportion thereof shall be or transferred directly or indirectly by way of profit to the members of GFGSA.

## **28. COMMON SEAL**

- 28.1 The Association shall have a Common Seal which shall remain in the custody of the Chief Executive Officer.
- 28.2 The Chief Executive Officer shall keep a Common Seal Register which shall contain particulars of each and every instrument to which the Common Seal is affixed, the date upon which the Board authorised the use of the Common Seal, and the names of those authorised persons in whose presence the Common Seal was so affixed.

## **29. AMENDMENT OF CONSTITUTION**

- 29.1 This Constitution may be amended by a resolution passed by two-thirds (2/3) majority of the Members present and voting at an Annual General Meeting or Special General Meeting of which notice of the proposed amendment shall have been included in the notice convening the Meeting.

## **30. DISSOLUTION**

- 30.1 A Special General Meeting called for that purpose may, by three quarters (3/4) majority of the Members present and voting, resolve to dissolve GFGSA.
- 30.2 If GFGSA is wound up or if the endorsement of GFGSA as a deductible gift recipient is revoked, the following assets remaining after the payment of GFGSA's liabilities shall be transferred to a fund, authority, or institution to which income tax deductible gifts can be made:
- 30.2.1 Gifts of money or property for the principal purpose of the Association,
- 30.2.2 Contributions made in relation to an eligible fundraising event and held for the principal purpose of the Association, and
- 30.2.3 Money received by the Association because of such gifts and contributions.

## **31. OPPRESSIVE OR PREJUDICIAL CONDUCT**

- 31.1 Neither GFGSA nor the Board may conduct their affairs in a manner that is oppressive or unfairly prejudicial to, or unfairly discriminatory against, a member or members, in a manner that is contrary to the interests of the members.

## **32. PRESUMPTION OF VALIDITY**

- 32.1 All acts of and things done by the Board, or any member of the Board, for or on behalf of GFGSA and in good faith, are to be taken to have been validly done notwithstanding that it may afterwards be discovered that some defect or irregularity existed in the manner or circumstances of such act or thing or in the appointment of the Board or of any of its members.

## **33. COMMENCEMENT, INTERPRETATION AND EFFECT OF THE CONSTITUTION**

- 33.1 Nothing in this Constitution shall affect the force or validity of any act or thing done by GFGSA, the Board, and any committee of GFGSA prior to any amended Constitution commencing.
- 33.2 Any question which may arise as to the interpretation or effect of this Constitution or of any other GFGSA rules or by-laws made pursuant thereto may be determined by the Board and any such determination is to be final and binding upon the members.

- 33.3 If any provision of the Constitution is found to be contrary to or inconsistent with the Act or any other applicable Act, regulation or law then this Constitution is to be construed as if that provision had not been included and the remainder is to retain its full force and effect.
- 33.4 If any circumstances shall arise where this Constitution is silent or is incapable of taking effect or being implemented according to its strict provisions, the Board shall, subject to any direction from time to time given to it by resolution of the Annual General Meeting or any Special General Meeting, have power to determine what action may be taken to best give effect to the objects of GFGSA and ensure its efficient administration, and every act of the Board bona fide resolve upon pursuant to this cause shall be valid and effectual as if specifically authorised herein.