

**BYLAWS
of the
CENTRE FOR LOCAL GOVERNMENT
UNIVERSITY OF NEW ENGLAND**

PREAMBLE

The role of the Centre is to provide an umbrella organisation for activities of the University of New England that are relevant to local government so as to facilitate support, service, education and leadership to all sectors of local government in Australia. This is achieved through four core areas of activities: education, professional development, consultancy and research

The Centre is managed by a Coordinating Committee, chaired by the Director. The Coordinating Committee consists of four elected representatives, including the Director, who are elected at the Annual General Meeting. In addition the Faculty of Arts may appoint a Committee Member. Committee members are allocated to portfolios as specified by the Director from time to time.

1. CONDUCT OF BUSINESS

The Coordinating Committee shall conduct business at least every second month.

Business may be conducted at a face to face meeting, or by other such means as may be available. Meetings may be called by the Director by 14 day advance notice to committee. The dates are to be placed on the website or the Membership notified by email. Three Members can also request a meeting, by providing 30 days notice to the Director.

Face to face meetings are to be held, wherever feasible.

Members may attend any Coordinating Committee meeting.

2. VOTING

Business is intended to be conducted by consensus, except where voting requirements are specified elsewhere in this document, or the constitution. In the event of a lack of consensus, ordinary resolutions are passed by simple majority vote of the Committee.

3. QUORUM

Three Committee members constitute a Quorum.

4. OFFICERS

The only required officers of the Centre are the Director and the Finance Officer. The Director may appoint other officers, where the business of the Centre so requires.

- a. Vacancies shall be filled by an electoral process at the earliest feasible time. Terms operate from the date of the original appointment.
- b. Duties - Director:
 - a. calls meetings and chairs the Coordinating committee,

- b. interprets and executes policy,
- c. coordinates activities of portfolio holders, and
- d. has signing authority, as specified under Finance, for expenditure items.

Note: In the event of emergency action being required, it is expected that the Director will consult with the Committee, where possible. When such consultation is not possible, the Director shall seek to consult with at least one Committee Member, and in all instances will seek to act in the best interests of the Centre.

c. Duties – Finance Officer

- a. Ensures maintenance of the financial records of the Centre in compliance with UNE requirements and policy
- b. Produces an annual financial report to the Membership and Dean of the Faculty of Arts
- c. Oversees expenditures and authorisations by the Coordination Committee

5. SUB-COMMITTEES and WORKING PARTIES

The Coordinating Committee may establish sub-committees or working parties as required.

Operation of sub-committees and working parties:

- a. In establishing sub-committees, members of these committees may be appointed from outside the Coordinating Committee, and from outside the Centre, provided that the majority of subcommittee members must be drawn from the Centre.

6. FINANCE

Accounts are managed by the secretariat on behalf of the Centre. The Director, together with one other Committee Member, can authorise expenditure; or in the absence of the Director, any three Committee Members.

7. AMENDMENTS

These bylaws may be amended by a unanimous vote of the Coordinating Committee, or by a two-thirds majority at the AGM. Proposed amendments must be circulated 30 days before the meeting.

8. APPLICATION

This Document Effective from 1st July 2003