

Victorian Local Governance Association (VLGA) Incorporated

Reg. No. A0032212V, ABN 25 401 385 085

REGULATIONS

1. Authorising Provisions

The Board makes these regulations under clauses 6.2, 10.1, 28.7, 28.8, 32.2, 33.1, 35.1, 39.2 and 57.1 of the constitution.

2. Commencement

2.1 These regulations (except for regulation 8) are taken to come into effect on 15 November 2018.

2.2 Regulation 8 comes into effect on 1 July 2019.

3. Honorary Members

3.1 There is a subcategory of associate membership for honorary members.

3.2 The Board may by resolution passed by an absolute majority* invite an individual who has made an outstanding contribution to the work of the VLGA to become an honorary member.

3.3 If the invitation is accepted:

- (a) the individual becomes an honorary member from the date the invitation is accepted; and
- (b) the name and address of the member, category and subcategory of membership, and date of becoming a member must be entered in the register of members.

4. Subscriptions

4.1 The annual subscription for members is set out in Attachment 1 to these regulations.

4.2 The date for payment of fixed subscriptions is 1 July.

4.3 The date for payment of rolling subscriptions is the anniversary of joining.

5. Board Elections

5.1 The call for nominations must include an email address for the receipt of nominations, candidate statements and photographs (which may be the email address of the returning officer).

5.2 Nominations, candidate statements and photographs may be emailed to the returning officer at the address given in the call for nominations.

5.3 Candidates for election as Board members may submit:

- (a) a statement of up to 200 words outlining their qualifications and policies; and
- (b) a photograph of themselves.

5.4 Statements and photographs must be received by the returning officer before the close of nominations.

5.5 The returning officer must publish the candidate statements and photographs to all members Councils and representatives* before the ballot opens.

5.6 The publication may be by link to the VLGA website.

6. Management

The Board delegates the management of the VLGA to the Chief Executive Officer in accordance with position description of the CEO.

7. Governance and Risk Committee

7.1 There is a Governance and Risk Committee of the Board.

7.2 The membership and terms of reference of the Committee are set out in Attachment 2 to these regulations.

7.3 The procedure of the Committee is the same as the Board.

8. Remuneration

- 8.1 In this regulation, “Victorian Government guidelines” means the most recent guidelines for the remuneration by the Victorian Government of members of advisory boards, registration boards and management boards of small organisations (or equivalent document).
- 8.2 Board members are entitled to be remunerated for attending Board and committee meetings at the highest applicable daily rate under the Victorian Government guidelines.
- 8.3 The President or other Board member chairing the meeting is entitled to be remunerated as the Chair under the Victorian Government guidelines.

9. Payments

All payments by the VLGA must be authorised in accordance with the Accountability Policy in Attachment 3.

10. Interpretation

These regulations are to be interpreted in the same way as the constitution.