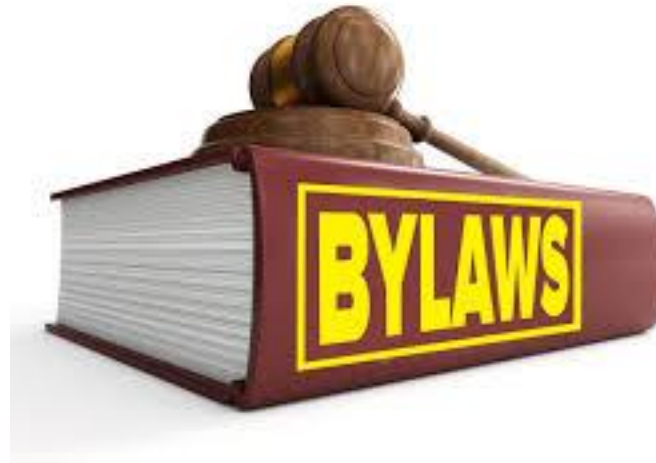


Bylaws and other Essential Policies



What policies do you currently have?

- Why do you have them?
- How effective are they?
- How often do you refer to them?
- How often do you update them?



The Rules (The Constitution)

- The legal rules you MUST follow
- Pay particular attention to the Objects
- What's not covered?



Bylaws

- By-laws are not law excepting that they must not contradict the Rules of Incorporation
- By-laws sit under the Constitution/ Rules, however the connection is that it should be included in the Rules that the Association Committee can change the by-law
- Changing of by-laws does not require a Consumer Affairs application or approval unless it requires a change to the Association Rules to administer
- By-laws are generally more operational and internal in nature
- They define the rules internal to the operation of the association and are developed by the committee/board

What's covered in Educators SA Bylaws

1. Powers to make bylaws
2. Annual subscriptions
3. Non-payment of subscriptions
4. Expulsion
5. Office Bearers – roles and appointment
6. Operations of the Board
7. Financial Reporting and Arrangements
8. Professional Learning
9. Working Parties
10. Council Meetings
11. Accountability
12. Awards
13. Delegations



Which of these are useful to you?

- Which of these are not in your constitution?
- What could be in or added to your bylaws to make for clarity and smoothness of operation?
- If you don't have bylaws, what would be the most important aspects to include when developing them?

Priority Policies

- Strategic Plan



*What are you aiming to achieve
over the next three years*

linked to

Your reason for existing

Priority Policies

- Communications Plan

*Who is your audience(s)?
What channels will have best
impact?*



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Priority Policies

- Grievance Procedures
- (if not covered in the Constitution)



For when it all goes wrong – a procedure for all to follow

Worklogic: scope of policies

- Organisational Code of Conduct
- Drugs and Alcohol Policy
- Workplace Discrimination and Sexual Harassment Policy
- Workplace Bullying Policy
- Misconduct, Theft and Fraud Policy
- Proper Use of Company Equipment Policy
- Social Media and Internet Use Policy
- Workplace Conflict of Interest Policy
- Disciplinary Action policy
- Recruitment policy
- Performance Management policy
- Grievance and Complaint Procedures
- Whistleblower Policy and Procedures.

Other Policies

- Child Safe Environments Compliance
- Members Handbook
- Marketing Plan
- Protection from Discrimination Policy
- Sponsorship Policy
- Social Media Policy

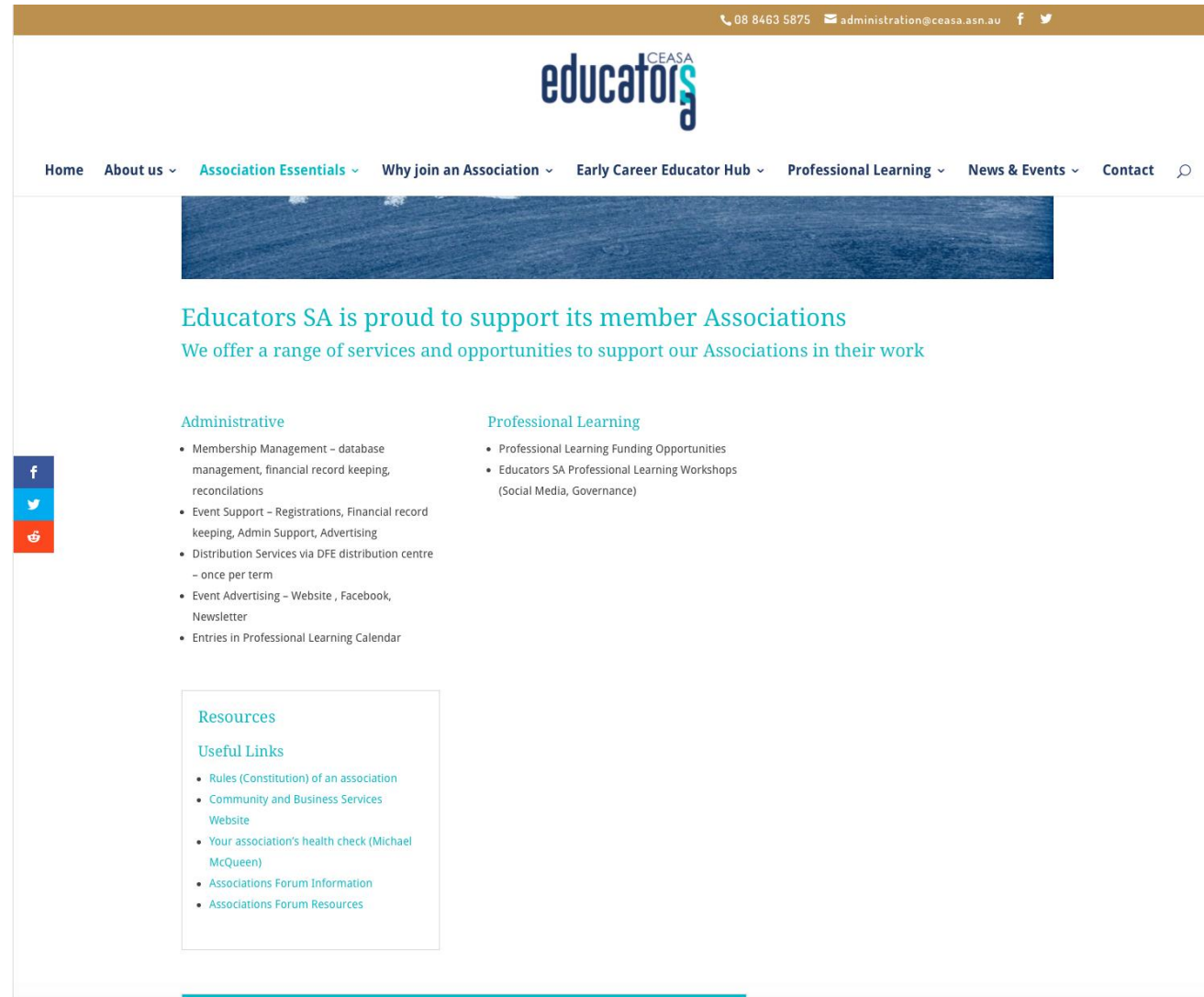


- <https://associations.net.au/resources/> Associations Forum
- <https://ausae.org.au/Resources2018> AuSAE
- <https://www.cbs.sa.gov.au/associations-cooperatives> CBS
- https://aicd.companydirectors.com.au/-/media/cd2/resources/director-resources/nfp/pdf/05446-7-5-10-nfp-director-tools-strategic-plan_web.ashx Institute of Company Directors
- <https://www.communitydirectors.com.au/icda/policybank/>
Institute of Community Directors Australia

It's all about good governance!

Association Essentials

What would be useful for your association?



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educators^{CEASA}

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Educators SA is proud to support its member Associations
We offer a range of services and opportunities to support our Associations in their work

Administrative

- Membership Management – database management, financial record keeping, reconciliations
- Event Support – Registrations, Financial record keeping, Admin Support, Advertising
- Distribution Services via DFE distribution centre – once per term
- Event Advertising – Website, Facebook, Newsletter
- Entries in Professional Learning Calendar

Professional Learning

- Professional Learning Funding Opportunities
- Educators SA Professional Learning Workshops (Social Media, Governance)

Resources

Useful Links

- Rules (Constitution) of an association
- Community and Business Services Website
- Your association's health check (Michael McQueen)
- Associations Forum Information
- Associations Forum Resources