



PUMP INDUSTRY AUSTRALIA INC

PROCEDURES MANUAL

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1. Development of Association Code of Ethics, Mission Statement and Objectives

It is the responsibility of Council to develop a Code of Ethics, Mission Statement and major objectives for the Association. These will be reviewed periodically to ensure that they remain relevant to the activities of the Association and the expectations of members.

2. Preparation of Annual Business Plan

The Constitution requires Council to prepare a Business Plan each year to guide the activities of the Association, create priorities and develop a Budget. Such plans and budgets shall be developed at the beginning of each Association year, under the chairmanship of the President and with input from Councillors to ensure the Association activities reflect the needs of the majority of members. At each AGM, the President shall report on the Association achievements in accordance with the plan and outline the main features of a plan for the following year. Members shall be encouraged to express a view on the aims and objectives of the Business Plan and Budget and amendments may be included if motions are proposed and passed.

3. Procedures for seeking Member Input to formulate the Association Business Plan

Councillors are encouraged to engage with members to determine their level of satisfaction with Association activities. Councillors should seek feedback on initiatives that may support members to develop their individual businesses within the framework of the Pump Industry by dialogue with Government and larger Private customers.

This can be achieved formally by questionnaires placed on the PIA website or informally by networking with members at General Meetings or other Association gatherings. Subcommittee activities can also provide a basis for more inclusion of member's staff to understand the day to day problems at the coal-face. It is important that the Association continues to review its activities to ensure these are relevant to the membership at large.

4 Procedures for Annual General Meeting

The Annual General Meeting (AGM) is a central part of an incorporated association's governance structure, as it holds an association accountable to its members. It is the only association meeting specifically provided for in the Act.

The association must hold an AGM once in every calendar year, within 5 months after the end of the association's financial year. Pump Industry Australia Inc. end of financial year is 30 September, therefore it must hold its AGM before the end of the following February.

Notice of an AGM should be sent to all members in accordance with the association's rules. Invitations to AGMs may be extended to special guests and/or the public as a way of promoting the association and its achievements.

Members will be given 21 days notice of an Annual General Meeting

An example of notice and agenda for an AGM follows:

Pump Industry Australia Incorporated

The Annual General Meeting will be held at (Venue) on (Date) at (Time).

Business Agenda

- Chairperson's opening
- Apologies
- Minutes of previous meeting
- Business arising from the minutes
- Correspondence [sometimes omitted]
- Chairperson's report
- Treasurer's report
 - Election of Council Members
 - Appointment of Auditor.
 - Motions on notice:
 - Questions and discussion
 - Notice of motions for the next meeting
 - Next meeting
 - Close

5. Procedures for Special (or Extraordinary) General Meetings

These meetings are held to deal with specific motions or business and are only called as required. For example, to change the rules of the association, question the legality of a Council decision, or deal with a particular issue.

Members will be given 21 days notice of a Special General Meeting. Motions to be considered at a SGM will be included in the agenda circulated to members with the notice of meeting.

A quorum for a SGM is 1/3 of the members entitled to vote. To pass a motion at a SGM 75% of voting members present must vote in favour of the motion.

6. Procedures for General Meetings

These meetings are held to provide an opportunity for members to network and discuss issues affecting the Industry. Meetings are usually held at two monthly intervals

Members will be given 14 days notice of a General Meeting.

Motions may be taken from the floor however issues relating to amendments to rules/constitution cannot be dealt with at a General Meeting

A quorum for a GM is 1/3 of the members entitled to vote. To pass a motion at a GM 50% of voting members present must vote in favour of the motion.

7 Procedures for Council Meetings

Council will need to hold regular meetings in order to manage the affairs of the association. Council Meetings will generally be held immediately prior to a General Meeting. General meeting procedures apply to Council meetings. The Council is also responsible for convening the AGM within five months of the end of the association's financial year. A quorum for a Council Meeting is 5.

8. General Procedures for management of PIA meetings

a. General requirements for a meeting

All formal meetings of the association must be properly convened in accordance with the association's rules. All members must be notified of:

- what type of meeting is being held;
- the place, date and time of the meeting; and
- the business to be considered at the meeting, including the full text of all motions that will be put to members at the meeting.

When the meeting has commenced, it is important to establish that there is a quorum. If there are not enough members present, the meeting will be invalid and any motions passed at the meeting will not be effective. If there is a quorum, then all voting and passing of resolutions must be carried out in accordance with the rules and recorded accurately in the minutes.

b. Notice and Agenda of meeting

The purpose of a notice of meeting is to inform the members of when and where the meeting will be. The agenda informs the members of what is to be discussed and done at the meeting so that the members can decide:

- whether or not they want to attend the meeting; and
- if proxy voting is allowed and they do not propose to attend in person, how to cast their proxy vote.

Usually, the agenda is attached to, the notice so that the members are informed of all the necessary details at once.

It is important to make sure that all of members who are entitled to attend a meeting are given proper notice in accordance with the rules. In particular, note that all members are entitled to be invited to attend a Special General Meeting.

A typical agenda sets out what matters will be covered and in what order. If members are notified of the business to be conducted at the meeting, then the meeting must be confined to dealing with those particular matters.

The chairperson needs to ensure that any new agenda items raised during the meeting are put on the agenda for the next meeting and are not discussed at the current meeting. This allows members time to consider matters properly, and avoids disadvantaging members who have already voted by proxy.

c. Chairperson

A meeting must have a chairperson to chair the proceedings. The chairperson is required to control the meeting procedures and has the task of:

- making sure proper notice is given and that there is an agenda, listing all items that need to be covered;
- checking (and, usually, signing) the minutes of previous meetings keeping time (this is important, to ensure the meeting gets through its business in the allocated time);
- dealing with the order of business;
- facilitating discussion;
- keeping order;
- ensuring everyone has an opportunity to speak;
- receiving motions and putting them to the vote;
- declaring the result of any motions (i.e. what has been resolved);
- making sure that decisions are reached on issues that are discussed and that everyone understands what the decisions are; and
- declaring the meeting closed.

The chairperson does not usually vote on a motion, but is entitled to so long as he or she is a member with voting rights. This 'deliberative' vote must be made at the same time as all other members vote.

d. Quorum

If a quorum is not present, the meeting may:

- be reconvened to another date; or
- continue, but the chairperson declares (and the minutes show) that a quorum is not present. The decisions made at the meeting then carry the weight of recommendations to be ratified:
- later during the course of the meeting (e.g. if another member arrives and quorum is achieved); or at the next convened meeting where a quorum is present.

e. Motions and resolutions

A motion is a proposal that is put before a meeting for discussion and a decision. If a motion is passed, it becomes a resolution. Resolutions are binding and should be recorded in the minutes.

Motions are placed on the agenda so that members have adequate time to consider them before the meeting, however they may also be proposed "from the floor" (i.e. during the course of the meeting and without prior notice), except in the case of an AGM or SGM.

- A member of the meeting puts forward a clear and concise proposal for a decision or action to the meeting via the chairperson.
- A second person agrees to 'second' the motion. This person is referred to as the seconder. This is not a vote in favour of the motion, but a vote to have the motion put before the meeting. If a motion is not seconded, it lapses.
- The Chairperson then opens up debate on the motion, often by saying 'does anyone wish to support/speak against the motion?' The mover of the motion can speak to the motion – outlining why he or she thinks the motion should be passed.
- Discussion follows, generally in the format of alternating speakers for and against the motion.
- After adequate debate, the person who originally moved the motion has a right of reply.
- The motion is read aloud and voted on.
- If the motion is passed, it becomes a resolution. A resolution passed by a simple majority of votes (i.e. more than half of the members who cast a vote) is known as an ordinary resolution. Most resolutions in the life of an association will be of this type.
- The resolution is formally documented in the minutes, along with the name of mover and seconder.

Resolutions become binding on the association that makes them, as long as the people who made the decision have the authority to pass them. It is a good idea to follow up a resolution with a clear understanding of how the resolution will be implemented, by whom and by which date.

Generally, the chairperson does not put forward motions, because he or she is primarily the facilitator of the meeting. However, they may put forward procedural motions that relate to the conduct, rather than content of a meeting. For example, moving acceptance of the minutes.

f. Amending a motion or resolution

The mover, with the agreement of the meeting, can usually amend a motion. Alternatively, someone may wish to move an amendment to the original motion, which, if successful, creates a second motion.

Motions to amend motions can create confusing discussion if everyone is not clear on exactly which motion is being debated – the original motion, the amended motion, a motion to amend, or a motion to amend an amendment. It is important that the chairperson keeps proceedings as simple as possible. If a motion does not fully express the view of the meeting, it is sometimes easier to simply vote on it and let it be defeated.

Resolutions can be withdrawn or cancelled at the same meeting by following the same procedure that applies for moving and adopting a resolution.

g. Special resolutions

There are two occasions when the Act requires more than a simple majority vote to pass a resolution. These occasions are a vote to amend the rules (or to change the name or objects) of the association, and a vote to wind it up. Either of these requires what is termed a special resolution, which needs a majority of 75% to pass. To clarify, this means 75% of the members who are eligible to vote and actually do so in person (or by proxy or postal vote) at the meeting. It does not mean 75% of the total membership of the association.

h. Points of order

Generally, the rules of debate are that someone should not be interrupted while they are speaking for or against a motion, unless:

- there is a procedural motion passed to stop debate or 'that the speaker no longer be heard'; or
- the chairperson interrupts in the interest of orderly conduct; or
- there is a point of order.

A point of order is addressed to the chairperson by someone standing up and saying 'point of order' or 'I wish to raise a point of order'. This means that the person making the challenge is saying the speaker should stop because he or she has breached a principle of ordered debate. The chairperson takes the point of order, listens to the reasons why the point of order has been raised and can ask for discussion on the order (for and against). Previous debate is stopped while the point of order is discussed. It is the task of the chairperson to rule on the point of order and his or her decision is final.

Examples where a point of order may be called are where:

- the speaker is addressing issues outside the subject matter of the motion;
- fair rules of debate are not being followed;
- time limits have been reached;
- a quorum is not present; or
- the language is offensive or abusive.

i. Voting methods

Each member is entitled to one vote to indicate whether they are in favour of, or against, a motion. There are various voting methods that can be used:

- Show of hands: members vote by raising their hand. The chairperson calls for those in favour of the motion to raise their hand and a count is taken. The process is repeated for those voting against. The method is suitable for small meetings, as counting can become difficult with large groups;
- Voice vote: this is a simple method by which members indicate their vote by saying 'yes' or 'no' (historically, 'aye' or 'nay'.) The decision is based on the volume of sound. A disadvantage of this method is that there is no clear count of those in favour and those against;
- Rising method: members exercise their vote by standing up. The chairperson calls for those in favour of the motion to stand and a count is taken. The process is repeated for those voting against. For large groups, this method can make counting easier than a show of hands;
- Ballot: members indicate their vote in writing. This is generally used for very important matters (e.g. it is commonly used for the election of Council members), and when secrecy or confidentiality is required.
- Once the vote has been taken, the chairperson or returning officer (an independent person) collects and counts the papers. The meeting may be adjourned while the counting is taking place;

- Poll: similar to a ballot in that the vote is written, but is technically the only form of voting that allows all proxy votes to be counted. Under common law, a poll is usually “demanded”. Many rules of association don’t deal with polls, but the Act provides that in the case of a special resolution, a poll may be demanded by at least 3 members, present either in person or by proxy;
- Proxy and/or postal votes: the rules of association may make provision for proxy and/or postal votes. A proxy vote is where someone else votes on behalf of another member who is unable to attend the meeting; or
- Chairperson's casting vote: if the votes are equal or tied the chairperson may often be able to exercise a second or casting vote to decide on a motion, but the rules need to provide for this.
- Although the chairperson may use the vote to decide either for or against a motion, it is generally regarded as preferable to give it against the motion.

The above apply primarily to General Meetings. Council decisions will often be made by consensus, but where voting is required, it will usually be by voices or show of hands.

j. Proxy voting

This is a convenient method of voting at Annual General Meetings and Special General Meetings for members who cannot attend, but they change the decision making process because they mean that members cannot participate in the discussion and exchange of views at the meeting. Effectively, members voting by directed proxy must make their voting decision in advance of the meeting, based on the material that has been circulated rather than the arguments put forward in debate.

A written proxy form must be completed giving the proxy authority to vote. (Appendix 2 of the PIA Constitution).

k. Minutes

Although not a specific requirement under the Act, it is considered essential to keep accurate minutes of all association meetings, whether General, Council or sub-committee meetings. Apart from providing a record of what transpired, these minutes can provide protection for individuals who act on the decisions of the association by providing evidence that they acted on the association’s directions.

A good process for making sure that the minutes are accurate is to:

- Ensure someone is nominated to take the minutes. Generally, this will be the association’s secretary and that responsibility will be allocated in the association’s rules;
- Keep a record of proceedings during the meeting. It is important that the minutes record any resolutions or decisions made at a meeting. Minutes should be as brief as possible without jeopardising accuracy and credibility of the record.
- Make sure that attendances and any apologies are noted. This is usually done at the beginning of a meeting, although if people leave early or arrive late it is a good idea to also keep a note of this in the minutes.

- Present previous minutes for approval. Often, draft minutes for the previous meeting will be circulated in advance of the next meeting, giving people time to consider whether the minutes accurately reflect their recollection of the meeting. The minutes should be presented for approval at the next meeting of a similar kind, for example, minutes of a special general meeting should not be approved by the committee, but at the next general meeting. AGM minutes are usually tabled at the next AGM for approval. Members should be given the opportunity to propose corrections to the minutes or to seek to have additional details of what occurred recorded, and these can be allowed or disallowed on the vote of people who attended the previous meeting. Minutes should be approved on the basis that they are a correct record of the meeting.
 - Identifying the approved minutes. After any approved changes to the minutes have been noted, an office-bearer for the association sign that the minutes are the approved minutes of the meeting. It is generally the chairperson of the meeting at which the minutes are approved who would sign and date the minutes. The chairperson should also initial any amendments and state that the minutes have been approved as a correct record of the meeting.
 - Keeping the approved minutes. It is useful to keep the approved minutes in one place so that they can be easily accessed.

I. Reports

Tabling reports at a meeting can be an effective and efficient way to facilitate discussion and decision-making. For example, as a minimum, most will usually want a Chairperson's and Treasurer's Report to be presented at each AGM.

Reports will probably be more frequently submitted to Council meetings by sub-committees or individuals to provide, for example:

- Information (e.g. demographical composition of local area);
- Research (e.g. legal needs of newly arrived migrants);
- Analysis (e.g. cost benefits of contracting out bookkeeping); or
- Recommendations (e.g. recommendation on insurance cover).

Reports should:

- be clearly addressed, for example, "To: From: Date: Title";
- provide an introduction to the report (e.g. who wrote it, what the terms of reference were, membership of the sub-committee);
- be written in clear, simple language;
- have a logical sequence to make it easy to follow;
 - use bullet/numbered points where possible to assist with quick comprehension and reference; and
 - have clear & unambiguous recommendations, if recommendations are being made.

The written reports should be circulated in advance of the meeting. This will usually shorten the meeting and permit more informed discussion.

When there is no universal support in a committee meeting for the majority position, it is possible to produce a minority report, which states the different or opposing views of the minority. This ensures that the minority voice is not silenced by the majority and allows the association to hear different perspectives.

Reports from committees and individuals that are tabled at a meeting can be either adopted or received. A meeting adopts the report when it accepts the report's findings or recommendations. A motion as such should be moved, for example, 'That the report of the fundraising committee be adopted'.

If the Council does not agree with the report or needs more information or time for further decision-making at a later point, the meeting can receive the report; again via a formal motion, for example, 'That the report be received'. Motions dealing with specific recommendations can be dealt with at a later meeting.

9. The Role & Responsibilities of Council

The NSW Department of Fair Trade defines the responsibilities Management Committee of an Association (in the case of the PIA our Council) are as follows:

The Council is normally responsible for managing the affairs of an association in accordance with the legislation. The rules of the association may set out additional obligations and specific restrictions on the power of the Council. As a result, each member of the Council should be familiar with the association's rules and statutory obligations of the association. The statutory obligations include:

- ensuring that the association's full name appears in legible characters on all official documents including business letters, invoices, accounts, official notices, publications, cheques and receipts. Section 12(4) sets out the list of documents upon which the full name of the association must appear
- ensuring that the association does not act contrary to its objects and does not exercise any power contrary to a prohibition or restriction in its rules (section 18)
- notifying the Commissioner if the position of public officer becomes vacant and appointing a new public officer within 14 days (section 23)
- ensuring that an annual general meeting is held in each calendar year within 6 months after the end of the association's financial year and that a statement regarding the accounts of the association is submitted to the members at that meeting (section 26)
- ensuring that two Council members, who are authorised by a resolution of the Council to do so, certify that the annual statement has been submitted to the members and ensuring that the public officer lodges the annual statement with the Registry within one month after the annual general meeting (section 27)
- ensuring proper accounting records are kept which correctly record and explain the transactions of the association and its financial position (section 28)
- ensuring that minutes of all Council and general meetings are kept (section 28)
- ensuring that the association does not incur debts if there are reasonable grounds to expect that the association will not be able to pay all its debts as and when they fall due (section 38)
- ensuring that the association does not do any act with intent to defraud creditors or any other person (section 38)
- ensuring that any documents addressed to the association are brought to the attention of the Council as soon as practicable after receipt (section 63)

- ensuring that documents provided to the Commissioner for Fair Trading or submitted to a meeting of members do not contain false or misleading statements and that such documents do not omit any matter that has the effect of making the document misleading (section 68).

10. The Role & Responsibilities of Councillors

The role of a Councillor is similar to that of a Director of a company and a Councillor has a duty to put the interests of the Association before those of his employer or his personal interests.

The responsibilities of Councillor include:

- To be aware of the duties of the Secretary and ensure they are properly carried out
- To use reasonable care and skill in the performance of their duties & act in good faith
- To advise the Council of any conflict that may arise between their own interests and the interests of the association.
- To actively represent and promote the PIA within their own company and to Industry affiliates who may be considered to benefit from being a member of the PIA. (including the development of the PIA in all States and Regional areas)
- To attend Council and General Meetings of the PIA.
- To accept a Chairing role or to actively participate in one or more of the Associations sub-committees.
- To actively promote and encourage participation in PIA events including General Meetings, Seminars, Workshops and Social Activities.
- To encourage members to seek out and provide articles, photos and general interest stories for publication in the Associations Newsletter.
- To be an active member of Council willing to table for discussion ideas, activities, promotions etc that will ensure the Association continues to improve on its value to members.
- To promote and follow the Industry's code of ethics.
- To support the Secretary in soliciting participation or information from members.
- To regularly review the Associations financial reports including Budget, Business Plan, Profit and Loss Statement and Balance Sheet
- To consider applications for membership of the PIA.
- To approve as a Council major items of capital expense (in excess of \$500.00)
- To solicit and recruit new members to the PIA.

Under certain conditions, a Councillor may nominate an "Alternate" to act on his behalf in the performance of his Councillor duties:-

- a) If a Councillor is required to take on unplanned short term duties by his employer which may result in he/she becomes unavailable.
- b) Periods of illness or incapacity to continue with the duties in the short term
- c) Other reasons which may be accepted by the Council as legitimate for a period of absence.

Under such circumstances, the Councillor must advise the Secretary in writing and nominate the "Alternate" and the period for which the assignment will be valid. The following requirements must be satisfied:

- (i) The Council must approve the re-assignment of responsibilities
- (ii) The “Alternate” must be a senior executive of the same company as the elected Councillor and have the approval of his/her employer to accept the assignment.
- (iii) The “Alternate” must be fully briefed on matters involving Council decision making.
- (iv) The “Alternate” accepts the full responsibilities of the Councillor in his/her absence.

11. Procedures for nominating Councillors

Councillors shall be elected in accordance with the Association Constitution at the AGM. Nominations must be submitted on the approved form obtainable from the Secretary.

- Nominees must signify their willingness to accept nomination and understand the role and responsibilities of both the Council and of Councillors.
- The nomination must be proposed by a proposer, who may not be the nominee.
- For nominees from Category A or B members, the proposer may be the CEO of the company or a senior official to confirm that the nominee has approval to participate
- For nominees from Category C and D members, the proposer must be from a third party member
- The nomination must be seconded by a seconder. In all cases the seconder must be from another third party member
- Nomination forms shall be submitted to the Secretary by the due date before the AGM

12. The Role & Responsibilities of the Secretary/Treasurer

- Managing incoming and outgoing correspondence on behalf of PIA. This includes keeping members informed of enquires or worthy industry news items that may be directed to the Association. All official Association correspondence shall be prepared and issued by the Secretary with the approval of the Council.
- Issuing purchase orders on behalf of the Association for goods & services
- Maintaining the Accounting records of the Association, including the provision of annual budgets and recommendations to Council on income and expense reviews.
- Manage the Associations investments including cheque/online and term deposits. Reconcile these accounts monthly.
- Providing Telephone/Fax and email facilities on behalf of the Association.
- Promoting and selling the Associations publications.
- Maintaining the inventory for the Associations publications.
- Managing the Associations website.
- Managing the quarterly meetings of the Council and Association including the preparation of Agenda's, sending meeting notices in accordance with our constitution, taking and distribution of minutes and ensuring that meetings are managed in accordance with our constitutional guidelines.
- Arranging and Managing the AGM and dinner including the election of Office bearers
- Preparing accounts for presentation to Auditors and liaising with auditors on accounting issues throughout the year.
- Maintaining the Associations articles of Association with the Dept of Fair Trading NSW.
- Establish and maintain appropriate liability Insurance on behalf of the Association.
- Support Council and /or committees in preparing and running seminars/workshops or special meetings as may from time to time be held.

- Promote the association with the aim of recruiting new members.
- Respond to industry enquiries and where appropriate refer enquirers to appropriate member companies.
- Liaise with members to respond to any member enquiry and to ensure they are being kept informed of the Associations activities and the benefits the Association offers to them.
- To provide support to Council as may be required for time to time.

13. Procedures for the appointment of the Secretary/Treasurer

a) Appointment of Secretary

- The secretary shall be appointed by the Council for such terms and such remuneration and upon such conditions as it thinks fit and any secretary so appointed may be removed by it.
- The secretary shall perform such duties as the Council may from time to time direct and outlined in Clause 12.

b) Appointment of Treasurer

- The Treasurer shall be appointed by the Council for such terms and upon such conditions as it thinks fit and any Treasurer so appointed may be removed by it.

It is the duty of the Treasurer of the association to ensure:

- that all money due to the association is collected and received and that all payments authorised by the association are made, and
- that correct books and accounts are kept showing the financial affairs of the association, including full details of all receipts and expenditure connected with the activities of the association

At the discretion of the National Council, the position of Treasurer can be carried out by the Secretary.

14. The Role & Responsibilities of Executive Officers

An Executive Officer is an appointment from the PIA membership of a person with pertinent knowledge and proven skills to undertake defined work tasks to the benefit of the PIA and its membership

Executive officers are appointed by the Council of the PIA for a period of one year on a remuneration as determined by Council. (this term may be extended at the discretion of Council.

The Council is authorised to appoint three Executive Officers to undertake specific tasks as determined by Council and detailed to each Executive officer. The Initial appointments will be in the following categories:

Standards

Publications & Training

Marketing & statistics

Each Executive Officer will undertake a period of 10 hours work per month in respect to their portfolio. The work agenda for each Executive Officer will be set by the PIA Council.

Each Executive Officer will provide a written report in respect to their activities and achievements on a quarterly basis. These reports will be tabled for discussion at the Quarterly Council meetings.

15. Procedures for Sub-Committee formation and administration

Council may set up permanent or occasional sub committees to assist them with their work. Permanent (standing) sub committees are generally set up for the longer term at the discretion of the Council for a period of up to 1 year. Occasional sub-committees are set up for short-term purposes and might include a strategic plan development committee, or a policy specific committee.

- The Council may choose to have a report back from sub-committees as a permanent item on the agenda for their Council meetings.
- The general meeting procedures governing sub-committees would normally be the same as those governing the Council.
- While sub-committees can be delegated authority from Council by resolution, ultimate responsibility for all Association activities lies with the Council and all decisions are required to be ratified by Council prior to implementation.
- All formal correspondence from sub-committees to third parties must be sent via the Association Secretary and all formal responses received by the Secretary
- Expenditure in sub-committee activities shall be included in the Annual budget and approved by Council

16. Procedures for nominating new members

The Association seeks to attract new members to increase the profile of the organisation and improve its standing with Government Departments on matters of policy.

Nominations for new members shall be made on the approved nomination form available from the Secretary.

- The nominee shall complete the form providing details of the company and a brief outline of their activities within the pump industry.
- Nominations must be proposed by a third party Financial member of the Association who has knowledge of the nominee and their standing in the Pump community.
- Nominations must be seconded by a separate third party Financial member of the Association who has knowledge of the nominee and their standing in the Pump community.

The Secretary shall table such nomination forms at Council Meetings for approval