

Big Yellow Umbrella Incorporated

16 – 24 Queen Street Narellan, NSW, 2567



Regulations

Of Big Yellow Umbrella Incorporated

Adopted on the xx/xx/xxxx

“In pursuance of the powers conferred on it by the Constitution of Big Yellow Umbrella Incorporated, the Board hereby make the following Regulations of the business and affairs of the charitable organisation herein after referred to as BYU”

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2. DEFINITIONS AND INTERPRETATIONS

- 2.1. In these Regulations, unless the contrary intention appears, all definitions and interpretations as outlined in the Constitution of Big Yellow Umbrella Incorporated shall be relevant to the definitions and interpretations in these Regulations.

3. FINANCIAL YEAR

- 3.1. The financial year of BYU shall start on the 1st July of each year and end on 30th June each year.

4. MEMBERSHIP FEES

- 4.1. The Board is empowered to set annual Membership fees.
- 4.2. All fees are due and payable on or before 30th June each year.
- 4.3. The Board may review the payment options of Members should they see fit. This may be necessary, but not limited to, in cases of hardship or on application in writing by individual Members.
- 4.4. New Members joining after 31st December may be entitled to a Membership subsidy as determined by the Board should they see fit.

5. THE BOARD

- 5.1. The Board of BYU shall comprise of the following Members who are to be elected at the Annual General Meeting:

- a) Chairperson
- b) Vice Chairperson
- c) Secretary
- d) Treasurer
- e) Three (3) Ordinary Members

Members qualified to vote at the AGM shall also elect the Office Bearers, being Chairperson, Vice Chairperson, Secretary and Treasurer.

- 5.2. Ideally at least one (1) member shall be of Aboriginal or Torres Strait Islander background.
- 5.3. A minimum of three (3) Members shall be present at any meeting of the Board.
- 5.4. The Board shall meet at any time a situation occurs that affects BYU and requires immediate attention. Full details of this meeting shall be disclosed at the next scheduled Board meeting.
- 5.5. Board Members and staff members approved by the Board shall be signatories to the BYU accounts of which any two must sign at any time.

6. ROLES AND RESPONSIBILITIES OF THE BOARD

6.1 Chairperson

The duties of the Chairperson shall be as follows:

- 6.1.1. When in attendance the Chairperson should preside at all meetings as Chairperson, other than Sub-Committee meetings, which he or she may attend as an ex officio Member.
- 6.1.2. Ensure that all officials carry out the duties allotted to them under the Constitution or in these Regulations.
- 6.1.3. Act as the BYU representative at any official function or whenever there is a need for tasks of this nature to be fulfilled.
- 6.1.4. To act as Chairperson of any Disciplinary Committee on an as required basis.
- 6.1.5. Present a report to the AGM.

6.2 Vice Chairperson

6.2.1 The Vice Chairperson is to act on behalf of the Board in the absence of the Chairperson.

6.2.2 The Vice Chairperson shall carry out the Chairperson's duties as listed in section 6.1 whenever the Chairperson is unable or unwilling to fulfil their role.

6.3. Secretary

The secretary of the BYU must, as soon as practicable after being appointed as secretary, lodge notice with BYU of his or her address.

It is the duty of the secretary to ensure that accurate minutes are kept of:

- 6.3.1. All appointments of office bearers and members of the Board.
- 6.3.2. The names of the members of the Board present at a Board meeting or a general meeting, Annual General Meeting and Special Meeting; and
- 6.3.3. All proceedings at committee meetings and general meetings.
- 6.3.4. Minutes of proceedings at all meetings shall be signed by the Chairperson of the meeting or by the Chairperson of the next succeeding meeting.

6.4. Treasurer

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

- 6.4.1. That all money due to BYU is collected and received.
- 6.4.2. That all payments authorized by BYU are made.
- 6.4.3. That correct books and accounts are kept showing the financial affairs of BYU, including full details of all receipts and expenditure connected with the activities of BYU.
- 6.4.4. That the accounts of BYU are fully audited prior to the Annual General Meeting.

6.4.5. That the full financial position of BYU is presented at the Annual General Meeting.

7. ROLES AND RESPONSIBILITIES OF THE PUBLIC OFFICER

- 7.1 The Board shall ensure that a person is appointed as a Public Officer.
- 7.1.1 The Public Officer may be an office bearer, Board member or any other person regarded as suitable for the position by the Board.
- 7.1.2. The Board may, at any time, remove the Public Officer and appoint a new Public Officer, provided the person appointed is 18 years of age or older and is a resident of NSW.
- 7.1.3. The Public Officer shall be deemed to have vacated his/her position under the following circumstances:
- a) Death
 - b) Resignation
 - c) Removal by the Board
 - d) Bankruptcy or financial insolvency
 - e) Residency outside of NSW.
- 7.1.4. When a vacancy occurs in the position of Public Officer, the Board shall within fourteen (14) days, notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.
- 7.1.5. The Public Officer is required to notify the Department of Fair Trading by the prescribed forms, under the following circumstances:
- a) Upon his/her appointment. (Within fourteen (14) days).
 - b) Where there has been a change in his/her residential address. (Within fourteen (14) days).
 - c) Where there has been a change in BYU's Constitution. (Within one (1) month).
 - d) Where there has been a change in the membership of the Board. (Within fourteen (14) days).
 - e) Where there has been an Annual General Meeting, for the purpose of reporting on BYU's financial affairs. (Within one (1) month of the AGM).
 - f) Where there has been a change in BYU's name. (Within one (1) month).
- 7.1.6. In the event that the position of Secretary is vacant the Public Officer will assume those duties until a replacement Secretary is appointed.

8. ROLES AND RESPONSIBILITIES OF SUB-COMMITTEES

- 8.1. The Board may, by instrument in writing, delegate to one or more sub-committees consisting of a Board member and such member or members of BYU as the Board thinks fit.
- 8.2. The exercise of such of the functions of the sub-committee as are specified in the instrument, other than:
 - (a) This power of delegation; and
 - (b) A function which is duty imposed on the sub-committee by the ACT or by any other law.
- 8.3. A function the exercise of which has been delegated to a sub-committee under this Regulation may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- 8.4. A delegation under this section may be made subject to such conditions or limitations as to the exercise of any function, or as to time or circumstances, as may be specified in the instrument of delegation.
- 8.5. Despite any delegation under this Regulation, the sub- committee may continue to exercise any function delegated.
- 8.6. Any act or action done or suffered by a sub- committee acting in the exercise of a delegation under this Regulation has the same force and effect as it would have if it had been done or suffered by the sub-committee.
- 8.7. The Board may, by instrument in writing, revoke wholly or in part any delegation under this Regulation.
- 8.8. A sub-committee may meet and adjourn, as it think proper.

9. POLICIES AND PROCEDURES

- 9.1. All Policies are approved by the Board and shall be adhered to by all Members, Staff, Volunteers, Students and Contractors of BYU.
- 9.2. Policies adopted by BYU, can be added to deleted or amended by the Board as it sees fit.
- 9.3. Procedures adopted by BYU can be added to deleted or amended by the Management Team.
- 9.4. All Policies and Procedure shall be maintained by the Strategic Finance Executive.
- 9.5. Serious breaches of any Policy and Procedure may be subject to BYU's Performance Management Policy and Procedure.
- 9.6. Activation of the Performance Management Policy and Procedure will be at the discretion of the Management Team and the Board when required.

10. COMPLAINTS HANDLING

- 10.1. Complaints handling shall follow the guidelines set down in the Complaints Handling Policy and Procedure.
- 10.2. The Chairperson or his or her delegate shall be nominated as the Complaints Handler should the complaint be escalated to that level.
- 10.3. The Management Team or their delegate shall be nominated as the Complaints Officer for issues that require that level of mediation.
- 10.4. The Management Team or their delegate shall determine if a complaint needs to be escalated to the Chairman.

11. DISCIPLINARY PROCEDURE

- 11.1. Any Member, Staff, Volunteer, Student or Contractor will be subject to the guidelines and procedures of BYUs Code of Conduct Policy and Procedure and Performance Management Policy and Procedure.
- 11.2. Anyone who is found to be not adhering to the Code of Conduct or is:
 - found to be acting in a manner not acceptable to BYU
 - performs any action that would bring BYU or its Members into disrepute
 - does not conform and is in breach of the Policies and Procedures of BYU may be subjected to the BYU's Discipline procedure.
- 11.3. Should anyone be found to have breached the Code of Conduct, the necessary actions will be taken by the Management Team and Board when applicable in accordance with the Performance Management Policy and Procedure.
- 11.4. Anyone subjected to the Performance Management Policy and Procedure will have access to BYU's Grievance Policy and Procedure.

12. INSURANCE

- 12.1. The Board is responsible for ensuring adequate insurance is maintained.
 - 12.1.1 The Board is responsible for determining the type of and the levels of insurance required to protect BYU's assets and interests.

13. MEMBERSHIP APPLICATION FORM



Big Yellow Umbrella
A Child Family Community Centre
16-24 Queen Street,
Narellan NSW 2567

P (02) 4647 1283
E info@yellowumbrella.org.au
W yellowumbrella.org.au
A PO Box 11, Narellan NSW 2567

Membership Application

Big Yellow Umbrella Inc.

I, (Mr/Ms/Miss/Mrs./Dr/Other)
(Please print first, middle, and last names)

of:
(Address)

Tel: Mob:

Email: D.O.B:/...../.....

Special Interests:

Local affiliations:

Membership Fees: 1 year - \$5 5 years - \$20

I hereby apply to become a member of Big Yellow Umbrella Inc. (BYU)

In the event of my admission as a member, I agree to be bound by the rules of BYU Inc. for the duration of my membership.

If my application to become a member of BYU Inc. is accepted (in writing), I will pay a membership fee of \$5.00 for 1 year or \$20 for 5 years within 28 days of receiving this information. I understand that failure to pay the annual subscription within four (4) weeks of the due date (1st of July each calendar year) will result in the cessation of my membership.

I understand that membership entitlements are not transferable to another person, and that entitlements terminate on cessation of my membership.

I declare that I have never ceased to be a member of BYU Inc. or had an application to be a member of BYU Inc. denied.

Signature of applicant: **Date:**/...../.....

Office Use Only:		
Receipt No:	Staff Member:	Date:/...../.....
Entered into Data Base:/...../.....	Staff Member:	



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Nominated By:

As a member of BYU Inc I, (Please print title and full name)

Nominate the above applicant, for membership to BYU.

Signature of Nominator: Date:/...../.....

Seconded by:

As a member of BYU Inc I, (Please print title and full name)

Second the nomination of the above applicant, for Membership of BYU.

Signature of seconder: Date:/...../.....

Office Use Only (to be filled)

Name of Nominee:

Nomination was referred to the Management Committee on:/...../.....
(Date)

Management Committee's Determination: **approved / denied**
(Please circle)

Nominee notified of the Management Committee's determination by:

Writer: Date:/...../.....

Membership fee received on:/...../..... Receipt No:
(Date)

Staff Name & Initials: Date:/...../.....

14. MANAGEMENT COMMITTEE NOMINATION FORM



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BIG YELLOW UMBRELLA MANAGEMENT COMMITTEE NOMINATION FORM 2022 - 2023

Big Yellow Umbrella (formerly Camden Community Connections) is accepting nominations from our members to join the Big Yellow Umbrella Management Committee for 2022-2023. In accordance with the Constitution, a nominee must be a current financial member on admission to the position.

Elections of members to BYU's Management Committee will take place at the Big Yellow Umbrella AGM on 25 October 2022. Office Bearers of the Association will be elected at the first meeting of the new Management Committee. Please indicate which following position you would be interested to fill at that meeting by ticking a box below:

Chairperson**	<input type="checkbox"/>	Ordinary Member	<input type="checkbox"/>
Vice Chairperson	<input type="checkbox"/>		
Secretary	<input type="checkbox"/>		
Treasurer	<input type="checkbox"/>		

Candidate (Nominee) Details

Name of Candidate _____
Business Name _____
Phone Number _____ Email _____

Nominated by

Name _____
Business Name _____
Phone Number _____ Email _____
Signature _____ Date _____

Seconded By

Seconded By (name) _____
Business Name _____
Signature _____ Date _____

By signing and submitting this form you agree to become Member of the Big Yellow Umbrella Board and agree to participate in all roles and duties required of the position assigned to you by the committee.

Candidate's Signature _____ Date _____

Nominations can only be made by financial members of Big Yellow Umbrella. Please submit this completed form with your cover letter, resume, two references and copy of your NSW Police Check and Working with Children Check by 18th October, 2022 to: manager@yellowumbrella.org.au



15. MANAGEMENT COMMITTEE BALLOT FORM



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Big Yellow Umbrella Inc.
2022 Annual General Meeting
Ballot Paper for Management Committee Members

Election of Big Yellow Umbrella Management Committee Members

The Board of Big Yellow Umbrella consists of 7 members.

Chairperson, Vice Chairperson, Secretary, Treasurer and 3 Ordinary Members.

To cast your vote, please place a tick or cross in the box adjacent to the names of the members you wish to elect to the Board of Big Yellow Umbrella for 2022/2023.

- Chairperson Name:
- Vice Chairperson Name:
- Secretary Name:
- Treasurer Name:
- Ordinary Member Name:
- Ordinary Member Name:
- Ordinary Member Name: