

**PROSTATE CANCER FOUNDATION OF AUSTRALIA**  
**CENTRAL AUSTRALIA CHAPTER**

*Central Australia Chapter Policy Guidelines*

“Central Australia” - includes South Australia and The Northern Territory

**1 AIMS AND OBJECTIVES**

- 1.1 To uphold the aims and objectives of the Prostate Cancer Foundation of Australia.
- 1.2 To encourage the establishment and maintenance of Prostate Cancer Support Groups in Central Australia.
- 1.3 To promote community awareness of prostate cancer.
- 1.4 To promote positive interaction between Chapter members.

**2. ROLE OF THE CENTRAL AUSTRALIA CHAPTER**

- 2.1 Provide overall support for the needs of its individual member Support Groups through:
  - (a) the Central Australia Chapter Council
  - (b) quarterly meetings of Chapter members in person or by teleconference
  - (c) an Annual General Meeting of members
  - (d) an Annual Conference for all members
  - (e) publication of a quarterly (or more frequent) Chapter Newsletter
- 2.2 Provide a line of communication between Central Australia Support Groups and the P.C.F.A.
- 2.3 Encouragement and management of the development and growth of existing and new Support Groups in Central Australia.
- 2.4 Provide such resources, support, information and awareness, made available by the P.C.F.A. and other sources, as will assist the activities of individual Support Groups, their members and all men and their families and carers in Central Australia.

**3. CENTRAL AUSTRALIA OPERATIONAL RESPONSIBILITIES**

- 3.1 The primary operational responsibilities of the Central Australia Chapter Council are:
  - (a) assisting with Awareness programs within Central Australia.
  - (b) determining and promoting advocacy issues within Central Australia.
  - (c) building relationships with other State-based organisations and charities, regionally and locally, to enhance member Support Groups.

#### **4 MEMBERSHIP OF THE CENTRAL AUSTRALIA CHAPTER**

- 4.1 All P.C.F.A. affiliated Prostate Cancer Support Groups in South Australia and the Northern Territory or other groups as appropriate.
- 4.2 Each affiliated Support Group is entitled to have one voting representative at Chapter meetings and teleconference calls.
- 4.3 A Prostate Cancer Support Group wishing to become affiliated with the P.C.F.A. may make application through the Chapter Council. Upon meeting the requirements for affiliation as established by the P.C.F.A., the Chapter will forward its recommendation to S.A.C. for consideration and endorsement which, when achieved, will then be forwarded for ratification and approval by the National Board of P.C.F.A. at which time membership will commence.
- 4.4 The Chapter Council will involve itself actively in the establishment of new Support Groups in Central Australia.
- 4.5 A quorum for all meetings held by the Chapter and/or Council shall be thirty three percent (33%) of members entitled to attend the meeting. Minutes of such meetings will be distributed as applicable, as soon as possible after the meeting.
- 4.6 At any meeting of the Chapter or the Council, for any motion before the meeting to be passed it will require a minimum of votes in favour of 50% + 1 of members present and voting. The Chairman of the meeting will not have a deliberative vote.

#### **5 CENTRAL AUSTRALIA CHAPTER COUNCIL**

- 5.1 The Chapter Council is elected by the affiliated Support Groups within the Chapter.
- 5.2 The minimum number of members in the Chapter Council is five (5). The maximum number of members is nine (9). There will be three (3) members elected to the National S.A.C. (2 representing S.A. and 1 representing N.T.) and other additional members of the Chapter Council as appropriate.
- 5.3 Each Support Group will have one vote for each vacant position on the Chapter Council. Each Support Group will have one vote for each agenda item if an issue is to be put to a vote. If a Support Group is unable to vote at the Annual General Meeting it may submit a postal vote, to be received by the Secretary one (1) week in advance of the Annual General Meeting.
- 5.4 The Chapter Councillors are representative of Central Australia and should preferably be drawn proportionally across all areas represented.
- 5.5 The principal office holders in the Chapter Council are:
  - **Chairperson**
  - **Deputy Chairperson**
  - **Secretary**
  - **Treasurer**

The Chairperson of the Central Australia Chapter Council will be the Chapter representative on the P.C.F.A. Central Australia Regional Board. In exception circumstances the Regional Board Chairperson will retain the right of acceptance of any such nominated representative put forward.

The Chapter Council will elect its own S.A.C. representatives as required by P.C.F.A. The Chapter Chairperson will not be an automatic nominee to the National S.A.C. Should the Chapter Chairperson alternatively wish to be a nominee and is elected to the Nationals S.A.C., the Council will elect another representative as a proposed member of the P.C.F.A. Central Australia Board. It is highly desirable that the Chapter Chairperson does not hold more than two positions.

The Chapter may appoint a **Volunteer Support Group Co-ordinator** who will liaise with the P.C.F.A. Central Australia Chapter State Manger and the P.C.F.A. Support Group Services Manager to provide services and supplies to all support groups within the State and Territory. (This could be a committee person)

The Chapter may appoint an **Honorary Editor** for the Central Australia Chapter newsletter where required. P.C.F.A. is committed to providing the resources for a Chapter newsletter including a professional editor and mailing services. (This could be a committee person)

Office Bearers of the Council are to be elected by the council members at the first council meeting following the A.G.M.

Any other officers may be determined by the Council from time to time.

## **6. ANNUAL GENERAL MEETINGS**

- 6.1 The Central Australia Chapter shall hold an Annual General Meeting (AGM) within 5 months of the end of each financial year.
- 6.2 The date and venue of the AGM together with information in respect to nominations for any council vacancies shall be made available to all Support Groups at least twelve (12) weeks prior to the AGM. The Agenda for the AGM shall be forwarded to all Support Groups at least four (4) weeks prior to the AGM.
- 6.3 The business of the AGM shall be to:
  - (a) Receive an annual report from the chairperson of the council;
  - (b) Receive a report of income and expenditure for the preceding financial year from the treasurer;
  - (c) Consider any proposed changes to these policy guidelines provided advice of any proposed changes has been disseminated in accordance with these guidelines;
  - (d) Consider any motions by members provided notice has been received in accordance with these guidelines;
  - (e) Conduct elections for any vacant council position(s);
  - (f) Conduct other business as the chairperson deems necessary or appropriate.

## **7. ELECTION OF COUNCIL MEMBERS**

- 7.1 Subject to clause 7.2, the term of office of each member elected as a member of the Chapter council shall be 3 years. Only persons who are a member of (or who regularly attend meetings of) an affiliated support group are entitled to nominate for and take up a chapter council position. Extra words from Keith Williams to be added
- 7.2 At the first Annual General Meeting of the Chapter, one third of the members elected, not including the chairperson and two other council positions, will hold office for one or two years as appropriate.

- 7.3 Nomination forms for council positions which will fall vacant at the AGM will be distributed as indicated in clause 6.
- 7.4 (a) Completed nomination forms are to be returned to the secretary of the chapter Council at the address given, no later than eight (8) weeks prior to the AGM. Nominations for council vacancies will not normally be received from the floor of the AGM.  
(b) A prescribed nomination form is attached to this document as “Schedule 1”
- 7.5 With the completed nomination form, a nominee for a council vacancy may also forward a curriculum vitae (CV) of no more than 300 words together with a recent photograph. A copy of any CV and photograph received by the secretary shall be made available to support groups at least six (6) weeks prior to the AGM. A copy of all CV’s and photographs received by the secretary will also be displayed in a prominent place at the AGM for the information of members attending.
- 7.6 The person presiding as chairperson at the AGM, shall, with the assistance of another person, not being a councillor, examine all nominations received for council vacancies. If the number of nominations received does not exceed the number of vacancies on council, then the nominees shall be accepted as being successful and shall become a member of the Central Australia Chapter Council.
- 7.7 Should the number of nominations received exceed the number of vacancies on council (whether it be for chairperson or other council positions, or both) then a secret ballot shall be held to determine the successful nominee/s. The voting in a secret ballot shall be open to all affiliated support group members present at the AGM. (see 5.3 re voting rights)
- 7.8 The voting preferences in any secret ballot shall be examined by at least two persons who are themselves not a member of the council or a nominee for a vacancy. The examining members shall list the nominees in order of the number of votes received from the most number of votes to the least number of votes.
- 7.9 The successful nominees will be those who received the most number of votes, in descending order and which equate with the number of vacancies nominated for.

## **8 ANNUAL CONFERENCE**

- 8.1 The Central Australia Chapter will hold a Conference every twelve (12) months, alternating, where possible, between city and country locations.
- 8.2 Attendance at such Annual Conference will be open to all members of Central Australia Chapter member support groups. Each Support Group will be entitled to send two (2) representatives to the conference, fully funded utilising PCFA financial and taxation guidelines. One of these fully funded representatives may vote on behalf of their Support Group.
- 8.3 The venue and date of the Annual Conference will be announced at least twelve (12) weeks in advance.
- 8.4 At that time program items will be requested and will be submitted at least eight (8) weeks prior to the Conference.
- 8.5 The final program will be completed and circulated four (4) weeks in advance of the Conference.

- 8.6 The A.G.M of the Chapter (see clause 6) will be included as part of the Annual Conference program. The Chairman will have the discretion of adding additional AGM agenda items two (2) weeks in advance of the meeting. The Support groups will be notified if this should occur. Items may be added to the agenda from the floor with the consent of the majority of support groups attending.

## **9 DISPUTE RESOLUTION**

- 9.1 The dispute resolution procedures set out in this clause applies to disputes under these guidelines between:-
- (a) a member and another member
  - (b) a member and the Chapter Council
- 9.2 The parties to the dispute must meet and discuss the matter in dispute and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties involved.
- 9.3 If the parties are unable to resolve the dispute at the meeting the parties may choose to meet and discuss the dispute before an independent third person agreed to by the parties.
- 9.4 The decision of that 3<sup>rd</sup> person shall be final and binding as arbitration in resolving the dispute.

## **10 NEWSLETTER**

- 10.1 The Central Australia Chapter may publish at least a quarterly Newsletter and appoint a Council member as an Honorary Editor.
- 10.2 The newsletter will be distributed to all members of Support Groups and such other appropriate interested parties or organizations.
- 10.3 The purpose of the newsletter is to provide:
- (a) information on Prostate Cancer which is relevant and of interest to Support Groups, their members families and health professionals
  - (b) means of communication between the PCFA and the Chapter Council with all Support Groups
  - (c) a means of communication between Support Groups.

## **11 FINANCE AND THE CENTRAL AUSTRALIA CHAPTER**

- 11.1 The PCFA is a not-for-profit organization and will fund the Central Australia operations including the Chapter and Support groups in accordance with an approved budget.
- 11.2 The budget will be prepared by the Chapter Council in conjunction with the Support Group Services Manager by building the budget from submissions by each Support Group and incorporating the Chapter's proposed programs for the year. This combined budget will be finalised by the Chapter Council prior to submission to the PCFA for approval
- 11.3 The budget will be prepared in accordance with such financial and taxation guidelines as set out by the PCFA and within an appropriate time framework.

- 11.4 Within PCFA financial and taxation guidelines the Chapter may maintain an individual bank account.
- 11.5 The first financial year of the Chapter shall be the period ending on the next 30<sup>th</sup> June following establishment and thereafter a period of 12 months commencing on 1<sup>st</sup> July and ending on the 30<sup>th</sup> June of each year.
- 11.6 The Treasurer shall be required to table a financial report at all Council meetings.

## **12 CENTRAL AUSTRALIA CHAPTER OFFICE**

- 12.1 Meetings of the Central Australia Chapter Council and Council meetings shall be held at locations as resolved by Council members.

**PROSTATE CANCER FOUNDATION OF AUSTRALIA**

**CENTRAL AUSTRALIA CHAPTER**

**Chapter Council Nomination Form**

I.....  
(full name)

Of.....  
(address)

.....  
(address)

Phone (H) ..... Mobile ..... e mail .....

Being a member of the .....  
(Support Group Name)

Hereby nominate for a position on the Council of the PCFA Central Australia Chapter

.....  
(signature of nominee)

.....  
(signature of club secretary)

.....  
(date signed)

.....  
(date signed)

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***Official use only***

Date received by Chapter Secretary .....

Date tabled before Council .....

Nomination    accepted/rejected    by Chapter Council