

## **By-Laws**

### **Amendments to the AHPA By-Laws**

**July 2019**

- All references to the Management Committee have been replaced by Board of Directors
- By-law 1.1.2: deleted 'Nominations for the award of Life Member shall be made by a member of the Association to a State or Territory Branch Committee, The State or Territory Branch Committee shall vote on whether to forward the nomination to the Management Committee. The Management Committee'  
and replaced with:  
'Nominations for the award of Life Member shall be made to the Board of Directors by a member of the Board of Directors or any member of the Association. The Board'.
- By-law 1.2.2: deleted 'Nominations for the award of Fellow shall be made by a member of the Association to a State or Territory Branch Committee, The State or Territory Branch Committee shall vote on whether to forward the nomination to the Management Committee. The Management Committee'  
and replaced with  
'Nominations for the award of Fellow shall be made to the Board of Directors by a member of the Board of Directors or any member of the Association. The Board'.
- By-law 2.1.3: deleted 'Individual members must hold at least half the remaining positions on the National Board of Directors'.  
and replaced with  
'No person may be a Director unless that person is an ordinary member or a life member (which includes a paid life member) of the Company or is the nominated representative of a Corporate Member'.

## **1.0 Awards**

### **1.1 Life Member**

- 1.1.1 Life Membership of the Association may be awarded to members who have given outstanding and distinguished service to the Association and to health promotion in Australia.
- 1.1.2 Nominations for the award of Life Member shall be made to the Board of Directors by a member of the Board of Directors or any member of the Association. The Board shall vote on all nominations received for the award of Life Member. If elected by the Board of Directors such duly elected Life Members are duly accepted as Life Members of The Association.
- 1.1.3 Presentation of the award of Life Member of The Association shall usually occur at The Association's Annual General Meeting or at another convenient Association meeting as agreed by the Life Member, the Board of Directors and the State or Territory Branch Committee.
- 1.1.4 Nominations for the award of Life Member shall be accompanied by a detailed account of the nominee's outstanding service to the Association and health promotion in Australia.
- 1.1.5 The qualifications for a candidate for Life Membership are:
  - (i) the candidate shall have at least 10 years as a Full Individual member of the Association;
  - (ii) the candidate shall have distinguished, meritorious and special service as a mature leader in health promotion in Australia; and

- (iii) the candidate shall have made a significant contribution to the purpose and objectives of the Association.

## **1.2 Fellow**

- 1.2.1 Fellow of the Association may be awarded to members who are regarded as having made a significant contribution to the purposes and objectives of the Association and to health promotion in Australia.
- 1.2.2 Nominations for the award of Fellow shall be made to the Board of Directors by a member of the Board of Directors or any member of the Association. The Board shall vote on all nominations received for the award of Fellow. If elected by the Board of Directors such duly elected Fellows are duly accepted as Fellows of The Association.
- 1.2.3 Presentation of the award of Fellow of The Association shall usually occur at The Association's Annual General Meeting or at another convenient Association meeting as agreed by the Fellow, the Board of Directors and the State or Territory Branch Committee.
- 1.2.4 Nomination for the award of Fellow shall be accompanied by a brief statement of the nominee's contribution to the purpose and objectives of health promotion in Australia.
- 1.2.5 The award of Fellow does not necessarily require an extended period of involvement in the Association such as in the requirement for Life Membership of the Association. The Fellow award allows for a specific contribution over a short time to be rewarded. It also provides for an outstanding individual contribution to the Purpose and Objectives of The Association and provides an opportunity for The Association to acknowledge the significant events and involvement of members.
- 1.2.6 The qualifications for the candidate of Fellow are:

Candidates shall have demonstrated outstanding contributions to the furtherance of the Association's objectives such that:

- (i) they are acknowledged by colleagues and co-workers as outstanding in their personal contribution, not merely by way of their position
- (ii) contributions have been of such nature that they have occasioned or noticeably contributed to:
  - a. substantial professional growth
  - b. improvements in an important institution
  - c. an increased body of knowledge in health promotion
  - d. positive changes in attitudes or practices in health promotion in the profession or the community.

## **1.3 Award entitlements**

- 1.3.1 A financial member of the Association may include the letters MAHPA after their name. A person who has been awarded a fellowship may include the letters FAHPA after their name.
- 1.3.2 Life Members of The Association are entitled to complimentary Full Individual membership for the remainder of their life. If the Life Member wishes to rescind

their membership of The Association, they shall submit written notice of such intent to the Association's Board of Directors.

- 1.3.3 The award of Fellow of The Association does not entitle the recipient to free membership of The Association.

## **2.0 Participation in the Governance of the Association**

### **2.1 At the National level**

- 2.1.1 To participate in the governance of the Association at the national level a person must be a current financial member of the Association.
- 2.1.2 The National President must be a Full Individual member of the Association.
- 2.1.3 No person may be a Director unless that person is an ordinary member or a life member (which includes a paid life member) of the Company or is the nominated representative of a Corporate Member.
- 2.1.4 For Corporate memberships (all categories) only one person specified as the contact person by the organisation is able to participate in the governance of the Association and be part of the National Board of Directors.
- 2.1.5 If another person, who is not the specified person from a Corporate membership is to be the designated representative of an organisation on the National Board of Directors in lieu of the specified person, that person needs to be proposed by the specified person.
- 2.1.6 If the person representing a Corporate membership stops working for the organisation with the Corporate membership while holding office, they must become an Individual member or the specified person of another Corporate membership, or the designated representative, if they want to continue to participate on the Association Committee.

### **2.2 At a Branch level**

- 2.2.1 To participate in the governance of the Association at a Branch level a person must be a current financial member of the Association.
- 2.2.2 The Branch President must be a Full Individual member of the Association.
- 2.2.3 Full Individual members must hold at least half the remaining positions on the State or Territory Branch Committee.
- 2.2.4 For Corporate memberships (all categories) only one person, specified as the contact person by the organisation, is able to participate in the governance of the Association and be part of the Branch Executive Committee.
- 2.2.5 If another person, who is not the specified person from a Corporate membership is to be the designated representative of an organisation on the Branch Executive Committee in lieu of the specified person, that person needs to be proposed by the specified person.
- 2.2.6 If the person representing a Corporate membership stops working for the organisation with the Corporate membership while holding office, they must become an Individual member or the specified person of another Corporate

membership, or the designated representative, if they want to continue to participate on the Association Committee.

### **3.0 Meetings**

#### **3.1 Quorum**

3.1.1 A quorum of the Board of Directors shall be one more than half the number of the members of the committee present at all times during the meeting. A quorum of a State or Territory Branch Committee shall be one more than half the number of the members of the committee present at all times during the meeting.

3.1.2 Sub-committees may be formed as needed and the presidents shall be ex-officio members of all sub-committees. The Board of Directors or State or Territory Branch Committee shall appoint the chairperson of a sub-committee according to whether the sub-committee is national or state respectively. Members of The Association who are not members of the Board of Directors or State or Territory Branch Committee may be co-opted to such sub-committees.

### **4.0 Organisation Affiliation (whereby 'affiliation' is understood to mean unite with in principle)**

#### **4.1 Australian Health Promotion Association: affiliation with another organisation**

4.1.1 The Australian Health Promotion Association may affiliate with organisations with objectives consistent with the objectives of the Australian Health Promotion Association.

#### **4.2 Australian Health Promotion Association: another organisation affiliated with the Association**

4.2.1 Organisations with objectives consistent with the objectives of the Australian Health Promotion Association may be recognised as affiliated organisations. An organisation affiliated with the Association may represent itself as being affiliated with the Association.

4.2.2 Organisations requesting affiliation with the Australian Health Promotion Association must apply in writing to the National Board of Directors of the Association for consideration and endorsement as affiliates. The Association after consideration and on request by the National Board of Directors may withdraw affiliation at any time without explanation. The National Board of Directors will give notice of withdrawal of affiliation in writing and thereafter the organisation is not entitled to represent itself as being affiliated with the Association.

4.2.3 Members of the Australian Health Promotion Association requesting an organisation become an affiliate with the Association must apply to the National Board of Directors in writing for consideration and endorsement. The Association after consideration and on request by the National Board of Directors may withdraw affiliation at any time without explanation. The National Board of Directors will give notice of withdrawal of affiliation in writing and thereafter the organisation is not entitled to represent itself as being affiliated with the Association.

**5.0 Australian Health Promotion Association National Conference**

**5.1 Australian Health Promotion Association National Conference debts**

5.1.1 The Australian Health Promotion Association Ltd is legally required to be responsible for any debts resulting from the Australian Health Promotion Association National Conference.

**5.2 Australian Health Promotion Association National Conference profits**

5.2.1 Profits resulting from the Australian Health Promotion Association National Conference will be split between the hosting Branch and the National body of the Association.

5.2.2 After all debts and GST pertaining to the Australian Health Promotion Association National Conference have been settled and amount of seed funding returned to the National account the hosting Branch will be entitled to 50% of the profits from the Conference with the remaining 50% to be forwarded to the National Association account.