

Sector Connect Inc. CONSTITUTION

PART 1

PRELIMINARY

DEFINITIONS

(1) In this constitution

“ordinary committee member” means a member of the committee who is not an office bearer of the association;

“secretary” means:

- (a) the person holding office under these rules as secretary of the association; or
- (b) if no such person holds that office - the public officer of the association;

“general meeting” means a general meeting of the association other than an annual general meeting or a special general meeting;

“special general meeting” is a meeting called to address a **specific** Issue, other than an annual general meeting

“the Act” means the Associations Incorporation Act 2009;

“the Regulation” means the Associations Incorporation Regulation 2010.

(2) In this constitution:

- (a) a reference to a function includes a reference to a power, authority and duty; and
- (b) a reference to the exercise of a function includes, if the function is a duty, a reference to the performance of the duty.

(3) The provisions of the Interpretation Act 1987 apply to and in respect of these rules in the same manner as those provisions would so apply if these rules were an instrument made under the Act.

1. NAME

1.1 The name of the Association, (hereinafter called “the Association”), is Sector Connect Incorporated. Sector Connect Inc Constitution

2. AIMS

- 2.1 To develop an agenda of regional needs and coordinate appropriate strategies that aim to eliminate poverty, disadvantage and to improve social conditions using community based action to ensure that such needs are met.
- 2.2 To research, analyse and disseminate information to the non-profit community sector in the regions of the Association’s operations using appropriate methods.
- 2.3 To understand and advocate on issues that cause poverty, distress or discrimination particularly toward vulnerable or disadvantaged groups or individuals in the region.

- 2.4 To provide regional and local community service planning, coordination, training, promotion and infrastructure to achieve the elimination poverty and distress and improving social conditions and advancing reconciliation and tolerance across the region.
- 2.5 To represent, in the regions of the Association's operations, the community services sector and develop linkages with relevant regional, state and national nongovernment and government organisations.
- 2.6 Providing direct service in assisting vulnerable or disadvantaged groups or individuals in eliminating poverty and distress and improving social conditions and advancing reconciliation and tolerance across the region.

3. PRINCIPLES

- 3.1 The Association will pursue its aims with full commitment to the principles of social justice, community consultation and participation and promoting access and equity in all its endeavours.

The Association will also function as an autonomous local organisation for the support and development of effective, high quality community services in the Associations regions of operation.

4. ELIGIBILITY FOR MEMBERSHIP

- 4.1 Membership is open to any:

- Organisation,
- Local Council,
- Peak body,
- Business Representative,
- State and Federal Government
- Community Members

that operates in the community services sector or can benefit the community services sector within the Association's regions of operation.

- 4.2 Any other individual/group/organisation that the Management Committee deems appropriate.

5. NOMINATION FOR MEMBERSHIP

- 5.1 Nomination for membership of the Association:

- a) must be made by those eligible in clause 4,1 in writing writing in the form set out in Appendix 1 of this consitution; and
- b) must be lodged with the secretary of the association

- 5.2 As soon as practicable after receiving a nomination for membership the secretary must refer the nomination to the Committee which is to determine whether to approve or reject the nomination.

- 5.3 If the Committee determines to approve a nomination for membership, the secretary must, as soon as practicable after that determination, notify the nominee of that approval and request the nominee to pay (within a period of one month after receipt by the nominee of the notification) the sum payable under these rules by a member as entrance fee and annual subscription.
- 5.4 The Secretary must, on payment by the nominee of the amounts referred to in clause 5.3 within the period referred to in that clause, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the association.
- 5.5 (a) If the Committee determines to decline a nomination for membership, the Secretary must as soon as practicable after that determination, notify the nominee. In no case shall the Committee be required to give any reason for the rejection of the application. The applicant may then lodge an appeal in writing with supporting documentation.
- (b) The Committee then shall determine the appeal. The Committee is not required to supply reasons for accepting or rejecting the appeal

6 REGISTER OF MEMBERS

- 6.1 A register of members shall be established and maintained by the Secretary of the Association. Such a Register shall specify the name and address of each member of the Association, together with the date on which the membership was granted.

The register shall be kept at the principal place of administration of the Association and shall be open for inspection, free of charge, by any member of the Association, at any reasonable hour.

Each member shall notify in writing to the Secretary any change in that member's address and contact details within a period of one(1) month following such change.

Provision for noting the date of cessation of membership shall also be contained in this Register.

7 CESSATION OF MEMBERSHIP

- 7.1 Membership of the Association shall cease where such member:
- Ceases to exist as a legal entity;
 - Resigns that membership;
 - Is expelled from the Association;
 - Fails to pay outstanding membership fees within three (3) months of their due date
 - Dies
- 7.2 A right, privilege or obligation which a person has by reason of being a member of the association:
- (a) is not capable of being transferred or transmitted to another person, and
- (b) terminates on cessation of the person's membership.
- 7.3
- (1) A member of the association may resign from membership of the association by first giving to the secretary written notice of at least one month (or such other period as the committee may

determine) of the member's intention to resign and, on the expiration of the period of notice, the member ceases to be a member.

- (2) If a member of the association ceases to be a member under subclause (7.1), and in every other case where a member ceases to hold membership, the secretary must make an appropriate entry in the register of members recording the date on which the member ceased to be a member.

8. FEES AND SUBSCRIPTIONS

- 8.1 Membership fees shall fall due on the first day of each financial year of the Association. The financial year of the Association shall run from 1 July to 30 June, or such other period as determined by the Committee.
- 8.2 The rights, privileges or obligations which an organisation has by reason of being a member of the Association is not capable of being transferred or transmitted to another person/organisation and terminates upon cessation of the organisation's membership.
- 8.3 The Management Committee may grant honorary membership as it deems fit.

9. MEMBERS' LIABILITY

- 9.1 The members of the Association shall have no liability to contribute towards the payment of any debts or liabilities of the Association or any of the costs, charges or expenses involved in the winding up of the Association.
- 9.2 The only liability of the members of the Association will be for the costs of unpaid membership fees.

10. DISCIPLINING OF MEMBERS and MANAGEMENT COMMITTEE MEMBERS

- 10.1 A complaint may be made to the committee by any person that a member of the association:
- (a) has refused or neglected to comply with a provision or provisions of this constitution, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the association.
- 10.2 The committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 10.3 If the committee decides to deal with the complaint, the committee:
- (a) must cause notice of the complaint to be served on the member concerned, and
 - (b) must give the member at least 14 days from the time the notice is served within which to make submissions to the committee in connection with the complaint, and
 - (c) must take into consideration any submissions made by the member in connection with the complaint.

- 10.4 The committee may, by resolution, expel the member from the association or suspend the member from membership of the association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the expulsion or suspension is warranted in the circumstances.
- 10.5 If the committee expels or suspends a member, the secretary must, within 7 days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the committee for having taken that action and of the member's right of appeal under clause 12.
- 10.6 The expulsion or suspension does not take effect:
- (a) until the expiration of the period within which the member is entitled to appeal against the resolution concerned, or
 - (b) if within that period the member exercises the right of appeal, unless and until the association confirms the resolution under clause 12, whichever is the later.

11 RESOLUTION OF INTERNAL DISPUTES

- 11.1 Disputes between members (in their capacity as members) of the Association, and disputes between members and the Association, are to be referred to a community justice centre or appropriate mediation service as agreed upon by both parties for mediation in accordance with the Community Justice Centres Act 1983.

12. RIGHT OF APPEAL OF A DISCIPLINED MEMBER

- 12.1 A member may appeal to the association in general meeting against a resolution of the committee under clause 10, within 7 days after notice of the resolution is served on the member, by lodging with the secretary a notice to that effect.
- 12.2 The notice may, but need not, be accompanied by a statement of the grounds on which the member intends to rely for the purposes of the appeal.
- 12.3 On receipt of a notice from a member under subclause (12.1), the secretary must notify the committee which is to convene a general meeting of the association to be held within 28 days after the date on which the secretary received the notice.
- 12.4 At a general meeting of the association convened under subclause (12.3):
- (a) no business other than the question of the appeal is to be transacted, and
 - (b) the committee and the member must be given the opportunity to state their respective cases orally or in writing, or both, and
 - (c) the members present are to vote by secret ballot on the question of whether the resolution should be confirmed or revoked.
- 12.5 The appeal is to be determined by a simple majority of votes cast by members of the association.

13. THE MANAGEMENT COMMITTEE

- 13.1 The Association shall have its affairs controlled and managed by the Office Bearers and other members known as the Committee.

13.2 Subject to the Act, the Regulation, these Rules, and to any Resolution passed by the Association in General Meeting, the Committee shall:

- a) control and manage the affairs of the Association.
- b) exercise all such functions as may be exercised by the Association, other than those functions that are required to be exercised by a General Meeting of Members of the Association.
- c) have the power to perform all such acts and do all such things as appear to be necessary or desirable for the proper management of the affairs of the Association.

14 COMPOSITION AND MEMBERSHIP OF COMMITTEE

14.1 The Committee shall consist of nine (9) Members, each of whom shall be elected at an Annual General Meeting of the Association.

14.2 The Committee is to consist of:

- a) the Office Bearers of the association, and
- b) at least 4 ordinary committee members, each of whom is to be elected at the annual general meeting of the association under clause 15, and
- c) an Aboriginal representative that can be part of the nine (9) committee members or an additional member

14.3 The Office Bearers of the Committee shall consist of:

- a) The President
- b) The Vice President
- c) The Treasurer
- d) The Secretary
- e) The Public Officer

14.4 In the event of a casual vacancy occurring in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy. Where a member fills a casual vacancy they must stand for election at the next annual general meeting.

14.5 For the purpose of these Rules, a Casual Vacancy in the office of a member of the Committee will occur if a member:

- a) Ceases to exist as a legal entity
- b) Dies
- c) Ceases to be a member of the Association
- d) Resigns office by notice in writing given to the Secretary
- e) Is removed from office under Rule 10
- f) Is absent without the knowledge of the Committee for three (3) consecutive meetings of the Committee
- g) Holds an office of profit in the Association; or
- h) Fails to declare a direct or indirect interest in any contract or proposed contract with the Association.

14.6 There shall be an election of any vacant Management Committee positions each year at the Annual General meeting

14.7 Committee members can be appointed to a position for consecutive years if so approved by the committee.

15 ELECTION OF THE MANAGEMENT COMMITTEE

15.1 The election of members of the Management Committee shall take place in the following manner:

- a) Any two (2) Members of the Association shall be at liberty to nominate any other member to serve as an Officer or other Member of the Committee.
- b) This nomination shall be in writing and shall be signed by the Member so nominated and the proposer and seconder.
- c) All nominations will be lodged with the Secretary at least seven (7) days before the Annual General Meeting in which the election is to take place.
- d) A list of the candidates names, in alphabetical order, shall be posted in a conspicuous place in the registered office of the Association for at least five (5) days immediately preceding the Annual General Meeting.
- e) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
- f) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- g) Balloting lists shall be prepared, containing the names of the candidates in alphabetical order.
- h) Each member present at the Annual General Meeting shall be entitled to vote for any number of candidates not exceeding the number of vacancies. Proxy votes are accepted (see Clause 22).
- i) If insufficient nominations are received to fill all vacancies on the Committee, the persons nominated shall be deemed to be elected and any remaining vacancies shall be deemed to be casual vacancies and shall be filled according to the procedure outlined in Rule 14.5
- j) An independent returning officer who is not a member of the Association shall oversee the election.

15.2 No Member of the Committee shall be appointed to any salaried office of the organisation or any office paid by fees.

16. OFFICE BEARERS

16.1 The President or Vice President shall act as Chairperson at each Meeting of the Association.

16.2 If the President and Vice President are absent from a meeting or unwilling to act, the Members present at the meeting shall elect one of their number to act as Chairperson.

16.3 The Secretary shall ensure that a record of the business of the Association is kept, which includes:

- a) A list of all appointments of Office Bearers and members of the Committee.
- b) A record of attendance at meetings.
- c) A record of all proceedings at Meetings.

These records shall be available for inspection by any members and shall be held in the registered office of the Association.

Minutes of proceedings at a meeting shall be signed by the Chairperson of the meeting or by the Chairperson of the next meeting.

16.4 It is the duty of the Treasurer to ensure that:-

- a) All monies due to the Association are collected and received and that all payments authorised by the Association are made.
- b) All monies received by the Association are paid into an account in the Association's name.
- c) Correct books must be kept by the Treasurer showing the financial affairs of the Association, including full details of all receipts and expenditure connected with the activities of the Association.

These records shall be available for inspection by any member of the Association and shall be held in the registered office of the Association.

17. PUBLIC OFFICER

17.1 The Committee shall ensure that a person is appointed as a Public Officer.

17.2 The Public Officer may be an office bearer, Committee member or any other person regarded as suitable for the position by the Committee.

17.3 The Committee 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.

17.4 The Public Officer shall be deemed to have vacated his/her position under the following circumstances:

- a) Death
- b) Resignation
- c) Removal by the Committee
- d) Bankruptcy or financial insolvency
- e) Residency outside of NSW.

17.5 When a vacancy occurs in the position of Public Officer, the Committee shall within fourteen (14) days, notify the Department of Fair Trading by the prescribed form and appoint a new Public Officer.

17.6 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 the Association's Constitution. (Within one (1) month)

- d) Where there has been a change in the membership of the Committee. (Within fourteen (14) days)
- e) Where there has been an Annual General Meeting, for the purpose of reporting on the Association's financial affairs. (Within one (1) month of the AGM)
- f) Where there has been a change in the Association's name. (Within one (1) month)

18. SUB-COMMITTEES

- 18.1 The Management Committee may appoint in writing, as it deems necessary, one or more Sub-Committees to perform delegated functions.
- 18.2 Where a function has been delegated to a Sub-Committee under this Rule, such a function must be exercised by the Sub-Committee in accordance with the Terms of Reference issued to it by the Management Committee.
- 18.3 Any act suffered by a Sub-Committee performing its delegated functions has the same effect as it would have, had it been done or suffered by the Management Committee.
- 18.4 Members of a Sub-Committee shall be such members of the Association and non-members as the Committee thinks fit.
- 18.5 There must be at least one member of the Management Committee on each Sub-Committee.
- 18.6 A Sub-Committee is responsible for its actions to the full Management Committee of the Association. Any proposed meetings or matters involving finances undertaken by the Sub-Committee are to be conducted with the knowledge and approval of the Management Committee and subsequently recorded in the Management Committee's minutes.
- 18.7 A Sub-Committee may appoint its own Chairperson and Secretary for the purpose of its own meetings. Such officers shall not be regarded as Office Bearers of the full Management Committee of the Association.
- 18.8 A Sub-Committee may meet and adjourn as it thinks proper.
- 18.9 The Committee may, by Resolution in writing, revoke wholly or in part any delegation made to a Sub-Committee under this Rule.

19. VOTING AND DECISIONS

- 19.1 Questions arising at a meeting of the Committee or any Sub-Committee appointed by the Committee shall be determined by a majority of votes of the members of the Committee or Sub-Committee present at the meeting.

Voting will take place in the following manner:

- a) A motion is presented to the meeting by a member and is seconded by another member.
- b) After discussion, a vote is then taken on the motion. Such a vote will be decided upon by a show of hands or a poll, which can be requested by either:
 - The chairperson; *or*
 - At least three (3) members present at the meeting.
- c) Where a poll has been requested, it shall be taken in such a manner as directed by the Chairperson.

- d) If in the case of an equality of votes, whether on a show of hands or a poll, the chairperson at the meeting is entitled to a second, or casting, vote.
- e) After a vote has been taken, either by a show of hands or through a poll, the chairperson shall declare that the motion has either been passed or rejected.
- f) Every person present, who is a member of the Committee or representative of a member of the Committee/Sub-Committee, shall have one vote. This is the same irrespective of whether a vote was taken by a poll or show of hands.

19.2 A member shall not be entitled to vote at a general meeting where his/her annual subscription fee is more than one month in arrears at the date of the meeting.

19.3 Any member of the Association may attend any meeting of the Committee or Sub-Committee and may with the leave of the chairperson, be heard at the meeting, provided they have obtained the prior approval of the Committee.

20. MEETINGS

ANNUAL GENERAL MEETINGS

20.1 With the exception of the first Annual General Meeting of the Association, the Association shall, at least once in each calendar year and within a period of six (6) Months after the expiration of the financial year of the Association convene an Annual General Meeting. At least 28 days notice should be given to members of an Annual General Meeting

20.2 In the case of the Annual General Meeting, the following business shall be transacted:

- a) Confirmation of the minutes of the last Annual General Meeting and any recent Special General Meeting.
- b) Receipt of the Committee's report on the activities of the Association over the last financial year.
- c) Receipt and consideration of a financial statement from the Committee which is not misleading and gives a true and accurate record for the last financial year of the Association's:
 - income and expenditure
 - assets and liabilities
 - mortgages, charges and other securities
 - trust properties.
- d) Elect a qualified, independent auditor who is unrelated to the Committee members and is not a Committee member him/herself.
- e) Elect Management Committee members to the Management Committee

GENERAL MEETINGS

20.3 The Committee must meet at least six (6) times in each twelve (12) month period at such place and time as the Committee may determine. Additional meetings of the Committee may be convened by the Chairperson or by any two (2) members of the Committee.

20.4 The Business Paper of a General Meeting of the Committee shall be given by the Secretary to each member of the Committee at least seven (7) days before the time appointed for the holding of the meeting, (or such other period as may be unanimously agreed upon by the members of the Committee). The Business Paper of a meeting given under Clause 20.4 shall

specify the general nature of the business to be transacted at the meeting and no business other than that business shall be transacted at the meeting, except business which the Committee Members present at the meeting unanimously agree to treat as urgent business.

- 20.5 Three (3) members of the Management Committee of which one are an executive member shall constitute a quorum for the transaction of the business of a meeting of the Committee.
- 20.6 No business shall be transacted by the Committee unless a quorum is present. If within half an hour of the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of a day in the following week. If at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall be dissolved.

SPECIAL GENERAL MEETINGS

- 20.7 The Committee may, whenever it thinks fit, convene a Special General Meeting of the Association.
- 20.8 The Committee shall, when petitioned in writing by not less than twenty five (25) per centum of the total number of members, convene a Special General Meeting of the Association. Where a Special General Meeting is convened as the result of a petition quorum must comprise of at least seventy five (75) per centum of partitioning members
- A requisition of members for a Special General Meeting:
- a) Shall state the purpose or purposes of the meeting;
 - b) Shall be signed by the members making the requisitions;
 - c) Shall be lodged with the Secretary; and
 - d) May consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- 20.9 If the Committee fails to convene a Special General Meeting within one (1) month after the date on which a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may convene a Special General Meeting. Such meeting will be held no later than three (3) months after that date.

- 20.10 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting:

- a) if convened on the requisition of members, is to be dissolved, and
- b) in any other case, is to stand adjourned to the same day in the following week at the same time and (unless another place is specified at the time of the adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.

If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being at least 3) are to constitute a quorum.

21. SPECIAL RESOLUTIONS

21.1 A Special Resolution is required to effect the following changes and can only be determined at a Special General Meeting or the Annual General Meeting of the members of the Association.

- a) A change in the Association's Constitution.
- b) A change in the Association's name.
- c) An amalgamation with another incorporated association.
- d) To voluntarily wind up the Association and distribute its property.
- e) To apply for registration as a Company or Cooperative.

21.2 A Special Resolution shall be presented and determined in the following manner:

- a) Notice must be sent to all members of the Association, advising that a Special General Meeting is to be held to consider a Special Resolution.
- b) This notice must give details of the proposed Special Resolution and give at least twenty one (21) days notice of the meeting.
- c) At least two thirds of those present and eligible to vote are required to pass the Resolution. Proxy votes not accepted.
- d) In situations where it is not possible for a Special Resolution to be passed as described above, a request may be made to the Corporate Affairs Commission to pass the Resolution in some other way.

22. APPOINTMENT OF PROXIES

22.1 Each member is to be entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

22.2 The notice appointing the proxy is to be in the form set out in Appendix 2 to these rules.

23. ALTERATION TO CONSTITUTION

23.1 The Constitution may be altered, rescinded or added to only by a Special Resolution of the Association.

23.2 An application to the Director-General for registration of a change in the association's name, objects or constitution in accordance with section 10 of the Act is to be made by the public officer or a committee member.

24. DISSOLUTION

24.1 The Association shall be dissolved upon the vote of a unanimous majority of members present at a Special General Meeting, convened to consider the questions as a Special Resolution under Clause 16 of these Rules.

24.2 In the event of the organisation being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to any organisation which has similar purposes which is not carried on for the profit or gain of its individual members.

24.3 If the organisation is wound up or its endorsement as a deductible gift recipient is revoked (whichever occurs first), any surplus of the following assets shall be transferred to another organisation to which income tax deductible gifts can be made:

- gifts of money or property for the principal purpose of the organisation
- contributions made in relation to an eligible fundraising event held for the principal purpose of the organisation
- money received by the organisation because of such gifts and contributions.

25. SERVING OF NOTICES

25.1 For the purpose of these Rules, a notice may be served by or on behalf of the Association upon any member either personally or by sending it by post, facsimile or email to the Member at the member's postal, facsimile or email address shown in the Register of Members.

25.2 Where a document is sent to a person by properly addressing, prepaying and posting the document, the document shall unless contrary is proven, be deemed to have been served on the person at a time of three (3) days after the date of posting.

26. COMMON SEAL

26.1 The Common Seal of the Association shall be kept in the custody of the Public Officer.

26.2 The Common Seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the Common Seal shall be attested by the signatures of either two (2) members of the Committee or of one (1) member of the Committee and of the Public Officer or Secretary

27. FUNDS

27.1 The funds of the Association shall derive from membership fees, donations, grants and any other sources as identified by the Association.

27.2 All money received by the Association shall be deposited as soon as possible, without deduction, to the credit of the Association's bank account.

27.3 The assets and income of the organisation shall be applied solely in furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the members of the organisation except as bona fide compensation for services rendered or expenses incurred on behalf of the organisation.

27.4 Expenditure shall be authorised by:

- a) At least two nominated members of the Committee, or
- b) One nominated member of the Committee and one nominated employee.

27.5 The accounting function may be covered by a service agreement with an outside organisation.

28. FINANCIAL YEAR

The financial year of the association is:

- a) the period of time commencing on the date of incorporation of the association and ending on the following 30 June, and
- b) each period of 12 months after the expiration of the previous financial year of the association, commencing on 1 July and ending on the following 30 June.

Note: Schedule 1 of the Act provides that an association's constitution is to address the association's financial year.

29. INSURANCES

29.1 The Association shall effect and maintain insurances

29.2 In addition to the insurance required under Clause 23.1 of these Rules, the Association may effect and maintain any other insurance as it thinks fit.

30. EMPLOYEES

- a) Workers employed under funded projects and volunteer workers are responsible to the Management Committee.
- b) A representative of each funded project, at a frequency determined by the Management Committee, shall report in person or by written report at Management Committee meetings.
- c) Duties of employees shall be provided in a job description prepared by the Committee.
- d) The Committee shall provide a job contract for each employee and shall be signed by the employee and the President and witnessed.