



DIETITIANS ASSOCIATION OF AUSTRALIA

BY-LAW

BRANCHES

(By-law Made Pursuant to Clauses 30 and 36 of the [Constitution](#))

Revised February 2018

This By-law defines the procedures for the functioning of Branches.

1. Establishment

- 1.1. Each Branch shall be known as a Branch of the Dietitians Association of Australia ('the Association') with the name of the State or place in respect of which it has been established immediately before the word 'Branch'.
- 1.2. Each Branch is incorporated within the National Association and all Branch functions must be carried out in accordance with the *Constitution* and *By-laws* subject to the provision of the Corporations Act 2001.

2. Purpose

- 2.1. Each Branch shall within its jurisdiction further the objects of the Association.
- 2.2. Each Branch shall function within the strategic direction of the Association with specific emphasis on member engagement and continuing professional development.

3. Engagement and Development Committees (EDC) Names for Branches

- 3.1. The Board has agreed that Branches should be consistent when referred to in correspondence, media releases or verbal presentations etc.
 - DAA (NT Branch Engagement and Development Committee)
 - DAA (NSW Branch Engagement and Development Committee)
 - DAA (ACT Branch Engagement and Development Committee)
 - DAA (VIC Branch Engagement and Development Committee)
 - DAA (QLD Branch Engagement and Development Committee)
 - DAA (SA Branch Engagement and Development Committee)
 - DAA (WA Branch Engagement and Development Committee)
 - DAA (TAS Branch Engagement and Development Committee)
 - DAA (Hong Kong Branch Engagement and Development Committee)
- 3.2. Any official correspondence from an EDC will be on DAA letterhead, clearly identifying the Branch and the local contact person. Copies will be saved to the DAA central server.

4. Branch Executive

4.1. Establishment

Each Branch shall have an Engagement and Development Committee (EDC) (which shall be considered to be the Branch Executive for the purpose of *Clause 30 of the Constitution*) comprising at least six (6) financial members, maximum ten (10) financial members, who hold APD status. The EDC members will have a residential or work address in the relevant Branch.

4.2. Composition

The Professional Services team shall coordinate the appointment of the EDC following receipt of expressions of interest for Chairpersons and Committee Members. The EDC will include the positions of Chairperson, Treasurer, CPD Coordinator, Interest Group Liaison, Rural and Remote Liaison Officer (NSW, QLD, SA, VIC, WA), Member Engagement Officer and Members.

Each university within the Branch, which has an accredited dietetics course or a course seeking accreditation will have one nominated Student representative who are invited to sit on the EDC for that state. All student representatives must be DAA student members.

Working party subgroups of the EDC can be established from time to time for the purpose of specific activities.

Selection

Expressions of Interest for positions shall be called for in October annually.

A Board Director, the Professional Services Manager, and the relevant EDC Chair (or their representative) shall undertake selection of the committee.

4.3. Term of Office

All members of an EDC shall hold office for a term of 2 years. Members of an EDC are eligible for re-appointment for further 2-year term (4 years Maximum in total). After 4 years the position goes out to competitive selection again. The maximum number of consecutive terms for an individual is 4 x 2 years, after which a minimum break of 2 years for this committee is required

4.4. Member vacating an EDC position

A member of an EDC shall be deemed to have vacated their office if they:

- (a) cease to be a member of the Association or resign or lapse from the APD program
- (b) move to or elect to be a member of another Branch for a period greater than 3 months
- (c) resign their office by notice in writing to the Manager Professional Services, or
- (g) become an employee of the Association.

5. Duties and Functions of Branch EDC

5.1. In addition to the powers, duties and functions imposed upon each Branch by the *Constitution* or its By-laws, each such EDC shall have the following Terms of Reference:

- (a) It shall focus its attention on its core business under the guidance of Professional Development Advisory Committee (PDAC) and Member Engagement Advisory Committee (MEAC)

by:

1. ensuring delivery of relevant, accessible and high quality CPD either as a Branch or in conjunction with DAA Interest Groups or other national initiatives
2. coordinating Branch CPD Grants
3. supporting and facilitating member communication and engagement
4. alerting staff to local advocacy matters
5. coordinating DAA Branch student awards
6. nominating DAA awards where appropriate

- (b) It shall ensure minutes are kept of EDC meetings
- (c) It shall meet at least bi-monthly by physical presence or electronic means
- (d) It shall provide the Board with an annual plan for approval, and an annual report
- (e) It shall provide the Board with such information and reports as may be required from time to time
- (f) It may invite any member to contribute to the work of the Branch
- (g) It shall ensure that its activities and those of its Branch are consistent with the *Constitution* and the *By-laws* of the Association
- (h) The chairperson or CPD Coordinator may nominate to be a member of PDAC

5.2. Key Performance indicators

An EDC shall achieve the following Key Performance Indicator (KPI) targets:

Continuing Professional Development:

- Two CPD events of any format per year

Engagement:

- One defined engagement strategy per year

6. Accounts

- 6.1. An EDC shall prepare an annual budget for the Board. This budget forms part of the National budget and accounts.
- 6.2. An EDC shall receive a report against the approved budget on a regular basis provided by the DAA Corporate Accountant,

7. Winding Up

- 7.1. A Branch shall only be wound-up or dissolved upon a resolution of the Board of the Association.