

Guideline for the Removal of an Elected Officer who has failed to Meet Statutory Obligations

(Adopted by Council on 29 September 2002)

Disciplinary Powers are accorded to the ATEM Council under paragraph 6.2 of the ATEM Constitution.

This Guideline outlines examples of those breaches of duty and statutory obligations which may give rise to the President of ATEM being authorised to send a letter to the person breaching the rules, seeking an explanation as to why the Officer should not be removed from Office.

1. Failure of an Officer Bearer to appropriately discharge duties of their office as determined by the Council following an issue being drawn to Council's attention by a Region or Council itself.
2. Failure to issue invoices for goods or services within a month of the goods or services being delivered.
3. Failure to bank cheques within a month.
4. Failure to pay invoices that are not in dispute within a month.
5. Failure to prepare and submit statements required by the Australian Tax Office or the New Zealand Office of Internal Revenue in a timely manner.
6. Failure to present the accounts of the Council to an Annual General Meeting.
7. Failure to report adequately on other programs of the Council or Region at an Annual General Meeting.