

RULES

EX RAAF MTD ASSOCIATION INC VIC

Registration Number A0035769B

NAME

1. The name of the Incorporated Association is EX RAAF MTD ASSOCIATION (ERMTDA), in these rules called “the Association or ERMTDA”.

INTERPRETATION

2. (1) In these rules, unless the contrary intention appears -
“Committee” means the Committee of Management of the Association.
“Financial Year” means the year ending on 30 June
“General Meeting” means a general meeting of the members convened in accordance with rule 13
“Member” means a member of the Association
“Ordinary Member of the Committee” means a member of the Committee who is not an officer of the Association under rule 25
“The Act” means the *Associations Incorporation Act 1981*
“The Regulations” means Regulations under the Act
- (2) In these rules, a reference to the Secretary of an Association is a reference -
 - (a) Where a person holds office under these rules as Secretary of the Association - to that person; and
 - (b) In any other case, to the Public Officer of the Association
- (3) Words or expressions contained in these Rules shall be interpreted in accordance with the *Interpretation of Legislation Act 1984* and the Act as in force from time to time.

AIMS OF THE ASSOCIATION

3. The aim’s and purpose of the Association is:
 - (a) To promote and maintain Esprit de Corps amongst members.
 - (b) To actively assist and promote the RAAF MUSEUM by way of acquisition, maintenance, operation and display of Museum Heritage Vehicles. Any and all assistance is to be voluntary and free of cost to the Museum.
 - (c) To provide comfort and assistance to any member in need.
 - (d) To provide T.I.P. trained and qualified Pensions and Welfare Officers to look after the needs of the Veteran and General community.
 - (e) To provide T.I.P. trained and qualified Advocate’s to represent the individual members of the Veteran and General Community in any field requested. This includes but is not restricted to DVA, MCRS, and DSS matters.
 - (f) In accordance with Rule 48 the Association Management will arrange a Biannual reunion at suitable locations and times to enable as many members as possible to meet socially.

NON-PROFIT CLAUSE

4. The assets and income of the Association shall be applied solely in furtherance of its above mentioned objectives, 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.

APPLICATION FOR MEMBERSHIP

5. (1) A natural person who is nominated and or approved for membership as provided for in these Rules is eligible to be a member of the Association on payment of the entrance fee and annual subscription payable under these Rules.
- (2) A person who is not a member of the Association at the time of the incorporation of the Association (or who was a member at that time but has ceased to be a member) shall not be admitted to membership -
- (a) Unless nominated as provided in sub-clause (3); and
- (b) The admission as a member is approved by the Committee.
- (3) An application by a person for membership of the Association -
- (a) Shall be made in writing in the form set out in Appendix 1: and
- (b) Shall be lodged with the secretary of the Association.
- (4) As soon as practicable after receipt of an application, the Secretary shall refer the application to the Committee.
- (5) Upon an application being referred to the Committee, the Committee shall determine whether to approve or to reject the application.
- (6) Upon an application being approved by the Committee, the Secretary shall with as little delay as possible notify the applicant in writing of the approval for membership of the Association and if not already received request payment within the period of 28 days after receipt of notification of the sum payable under these Rules as the entrance fee and the first year's annual subscription.
- (7) The Secretary shall, upon payment of the amounts referred to in sub-clause (6) within the period referred to in that sub-clause, enter the applicants name in the register of members, and upon the name being so entered, the applicant becomes a member of the Association.
- (8) A right, privilege, or obligation of a person by reason of membership of the Association -
- (a) Is not capable of being transferred or transmitted to another person; and
- (b) Terminates upon the cessation of membership whether by death, resignation, or otherwise.

CATEGORIES OF MEMBERSHIP AVAILABLE

6. Membership limitations and definitions of categories are as follows:
- (1) *Full Member:* Any serving MTD, remustered or Discharged RAAF MTD. "MTD" to include all those previous mustering names such as DMT, MT MECH, DMTO, Transport Driver, Dispatch Rider, or any service or ex service person employed primarily as a driver of RAAF Transport Vehicles.
- (2) *Affiliate Member:* Any serving or discharged RAAF Member. Any serving, discharged or other Australian Defence Force member nominated by a Full member.
- (3) *Associate Member:* A person 18 years or over nominated by a Full member may, on approval of a general meeting become an Associate member. Continuing membership is conditional on approval at each annual general meeting.

The Committee may grant provisional membership to an applicant of this category subject to ratification at a general meeting

- (4) *Life Member*: A fully paid up financial member who meets the following criteria.-
 - (a) Shall be a full member of the Association,
 - (b) Shall have been a continual financial member since being contacted by the Association or being made aware of the Association by any other means;
 - (c) Shall have been nominated and seconded by full members;
 - (d) Shall have been deemed by a majority of the members present at the annual general meeting to have supported and contributed to the Association over and above that expected of a member, and is voted as such by at least 60% of the quorum at a that meeting shall be granted Life Membership from the date of that meeting.
 - (e) A maximum of two life membership nominations will be processed at any annual general meeting. If the number of nominations exceeds two, the decision as to which nominations will be processed shall be at the sole discretion of the Committee.
 - (f) A maximum number of five life members at any time is permitted under these Rules.
- (5) *Affiliated Organizations*: Any organization with similar goals and ideals may be granted Affiliated Association Membership on the approval of the Committee. Members of such organisations attending ERMTDA functions would be required to contribute a levy as determined by the Committee but less than that required by a non-member, in return for a similar reciprocal arrangement.

OTHER PERSONS

Other Persons: A person 18 years or over nominated by a full member may, on approval of a general meeting become an “Other Person”. Continuing approval is conditional on such approval being ratified at each subsequent Annual General Meeting. The Committee may grant provisional approval to an applicant in this category subject to ratification at the next Annual General Meeting. “Other Persons” may neither vote on Association business nor serve on the Association Committee.

ENTRANCE FEE AND ANNUAL SUBSCRIPTION

7. (1) The entrance fee is \$ \$25.00
- (2) The annual subscription is \$25.00 and is payable in advance on or before 1 January in each year.

REGISTER OF MEMBERS

8. (1) The Secretary shall keep and maintain a register of members in which shall be entered the full name, address and date of entry of the name of each member, along with any other details as determined by the Committee from time to time. The register shall be available for inspection and copies made available to any member on request.
- (2) Members details submitted on the application form set out in Appendix 1, who have indicated that such details are not to be released will be withheld from the general membership in accordance with personal privacy rights.

- (3) A computer-generated register shall be accepted as a register under these Rules providing back up copies are kept and are readily available.

RESIGNATION AND EXPULSION OF MEMBERS

9. (1) A member of the Association who has paid all monies due and payable by the member to the Association may resign from the Association by first giving one months notice in writing to the Secretary of his or her intention to resign and upon the expiration of that period of notice, the member ceases to be a member.
- (2) Upon the expiration of a notice given under sub-clause (1), the Secretary shall make in the register of members an entry recording the date on which the member by whom the notice was given, ceased to be a member.
- (3) Any member failing to pay his or her annual subscription by 1 April each year will be deemed to have resigned from the Association and the Secretary shall carry out the requirements of sub-clause (2) in respect of that member.
10. (1) Subject to these Rules the Committee may by resolution -
- (a) Expel a member from the Association;
 - (b) Suspend a member from membership of the Association for a specified time period; or
 - (c) Fine a member an amount not exceeding – the cost of one annual subscription fee (currently \$25.00), providing the Committee is of the opinion that the member -
 - (i) Has refused or neglected to comply with these Rules; or
 - (ii) Has been guilty of conduct unbecoming a member or prejudicial to the interests of the Association.
- (2) A resolution of the Committee under sub-clause (1) -
- (a) Does not take effect unless the Committee, at a meeting held not earlier than 21 and not later than 42 days after the service on the member of a notice under sub-clause (3) confirms the resolution in accordance with this clause; and
 - (b) Where the member exercises a right of appeal to the Association under this clause does not take effect unless the Association confirms the resolution in accordance with this clause.
- (3) If the Committee passes a resolution under sub-clause (1), the Secretary shall, as soon as practicable cause to be served on the member a notice in writing -
- (a) Setting out the resolution of the Committee and the grounds on which it is based;
 - (b) Stating that the member may address the Committee at a meeting to be held not earlier than 28 and not later than 42 days after service of the notice;
 - (c) Stating the date, place and time of that meeting;
 - (d) Informing the member that he or she may do one or more of the following:
 - (i) Attend the meeting;
 - (ii) Give to the Committee before the date of that meeting a written statement seeking the revocation of the resolution. This statement must be in the form of an “original hard copy” type letter. No electronic means will comply with this section of the Rules; and
 - (iii) Not later than 14 days before the date of the meeting lodge with the Secretary a notice to the effect that he or she wishes to appeal to the Association in general meeting against the Resolution. Any such appeal must be made in person.

- (4) At a meeting of the Committee held in accordance with sub-clause (2), the Committee -
- (a) Shall give to the member an opportunity to be heard;
 - (b) Shall give due consideration to any written statement submitted by the member; and
 - (c) Shall by resolution determine whether or not to confirm or revoke the resolution.
- (5) If the Secretary receives a notice under sub-clause (3), he or she shall notify the Committee who will immediately place such notice on the agenda of the next meeting and the member submitting the notice shall be notified of same and of the requirement of sub-clause (3 d iii). The member, upon receiving such notice will be required to indicate in writing their intention to attend said meeting. Failure to indicate such intention within 21 days of notification will result in nullification of notice served in accordance with sub-clause (3).
- (6) At a general meeting incorporating business under sub-clause (5) -
- (a) The committee may place before the meeting details of the grounds for the resolution and the reasons for passing the resolution;
 - (b) The member shall be given the opportunity to be heard; and
 - (c) The members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.
- Any such resolution action must be resolved prior to any other business.
- (7) If at the general meeting -
- (a) Two thirds of the quorum of members in accordance with sub-clause (c) vote in person or proxy in favour of the confirmation of the resolution confirms the resolution and in any other case, the resolution is revoked.
 - (b) The quorum for the committee meetings is four (4) Committee members two of who must be the Officers. 10 full financial members shall constitute a quorum for a general meeting.
 - (c) For the purpose of this section of the Rules a quorum can include members attending by electronic means e.g. telephone hook up etc in accordance with normal business practice. If possible at least two members are to be physically present in the same location however no meeting can be deemed invalid if this does not occur.

DISPUTES AND MEDIATION

11. (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
- (a) a member and another member; or
 - (b) a member and the Association.
- (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.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
- (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-

(i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association; or

(ii) in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Settlement Centre of Victoria (Department of Justice).

(5) A member of the Association can be a mediator.

(6) The mediator cannot be a member who is a party to the dispute.

(7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.

(8) The mediator, in conducting the mediation, must--

(a) give the parties to the mediation process every opportunity to be heard; and

(b) allow due consideration by all parties of any written statement submitted by any party; and

(c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.

(9) The mediator must not determine the dispute.

(10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

RIGHT OF MEMBERS OTHER THAN FULL MEMBERS

12. Affiliate and Associate members may not vote on Association business nor are they eligible to be nominated or elected to the Committee. They are however granted all other rights and privileges of a member of the Association in accordance with Rule 28 (2).

STATE BRANCH

13. Upon formation of a State Branch of the Association the following applies:

(1) The Association shall cause to be appointed a sub-committee to be known under these Rules as the appropriate “ Branch Committee”.

(2) All members of that State must be given the option of also registering with that Branch or remaining totally under Federal registration.

(3) Members of a State Branch must elect a Committee to run that Branch.

(4) The following Rules are not applicable to State Branch Management:

(a) Rule 7 (Membership Fees)

(b) Rule 24 (Committee of Management)

(c) Rule 34 (Common Seal)

(d) Rule 43 (Reunion Function)

(e) Annex (b) (Standing Minutes)

Notwithstanding any of the above, State Branch Members may insert any clauses, applicable to their branch requirements only, not in conflict with the Association Rules and duly passed at a meeting called to do so by a majority of the members of that branch.

ANNUAL GENERAL MEETING

14. (1) The Association shall on such day as the Committee determines in accordance with the Victorian Office of Small Business requirements. Currently AGM's are to be held between 01 July and 31 December each fiscal year.
- (2) The annual general meeting shall be held on such day as the Committee determines.
- (3) The annual general meeting shall be specified as such in the notice convening it.
- (4) The ordinary business of the annual general meeting shall be -
 - (a) To confirm the minutes of the last preceding annual general meeting, and any general meeting held since that event;
 - (b) To receive from the Committee reports upon the transactions of the Association during the preceding financial years;
 - (i) Due to the fact that the Association is open to members Australia wide, all financial members will receive a copy of the Financial return each year by no later than the 31 July each year. Members are to be requested to review and comment by return mail no later than the 14 August.
 - (ii) The Public Officer is to ensure that the completed "Annual Statement by Public Officer" Form 9 is forwarded to the Victorian Office of Fair Trading and Business Affairs in accordance with the requirements of the Act. The minimum requirement of an AGM will be the presentation of the end-of- financial-year report to the members in person as required by the Act.
 - (c) To elect officers of the Association and the ordinary members of the Committee; and
 - (d) To receive and consider the statement submitted by the Association in accordance with section 30 (3) of the Act.
- (5) The annual general meeting may transact special business of which notice is given in accordance with these Rules.
- (6) The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- (7) Any other business to be transacted must be notified to the general members in writing to be received by those members no later than 28 days prior to the meeting.

SPECIAL GENERAL MEETING

15. All general meetings other than the annual general meeting shall be called special general meetings.
 - (1) The Committee may, whenever it thinks fit, convene a special general meeting of the Association and, where, but for this sub-clause, more than fifteen months would elapse between annual general meetings shall convene a special general meeting of the Association.
 - (2) The Committee shall, on the requisition in writing representing not less than 20% of the total number of members, convene a special meeting of the Association.
 - (3) The requisition for a special meeting shall state the objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the Secretary of the Association and may consist of several documents in a like form, each signed by one or more of the members making the requisition.
 - (4) If the Committee does not cause a special meeting to be held within three months after the date on which the requisition is sent to the address of the Secretary, the members making the requisition or any of them, may convene a special meeting to be held not later than three months after that date.

- (5) A meeting convened by the members in pursuance of these Rules shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee and, all reasonable expenses incurred in convening the meeting shall be refunded by the Association to the persons incurring the expense.

NOTICE OF MEETING

16. (1) The Secretary of the Association shall, at least two months before the date fixed for holding a general meeting of the Association, cause to be sent to each member of the Association at the address appearing in the register of members, a notice by pre-paid post stating the place, date and time of the meeting and the nature of the business to be transacted.
- (2) No business other than that set out in the notice convening the meeting shall be transacted at the meeting.
- (3) A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the notice calling the next general meeting after receipt of the notice.

PROCEEDINGS AT MEETINGS

17. (1) All business that is transacted at a general meeting with the exception of that specifically referred to in these Rules as being the ordinary business of the general meeting shall be deemed to be special business.
- (2) No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.
- (3) 10 members personally present (being members entitled under these Rules to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- (4) If within half an hour after the appointed time for the commencement of a general meeting, a quorum is not present, the meeting if convened upon the requisition of members shall be dissolved and in any other case the business to be transacted will be held over until the next general meeting.
18. (1) The President, or in the President's absence, the Vice-President, shall preside as Chairperson at each general meeting of the Association.
- (2) If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number as Chairperson at that meeting.
19. (1) The Chairperson of a general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- (2) Where a meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of a general meeting.
- (3) Except as provided in sub-clause (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
20. A question arising at a general meeting of the Association shall be determined on a show of hands and unless, before or on the declaration of the show of hands a poll is demanded, a declaration by the Chairperson that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or

lost, and an entry to that effect in the Minute Book of the Association is evidence of the fact, without proof of a number or proportion of the votes recorded in favour of, or against, that resolution.

21. (1) Upon any question arising at a general meeting of the Association, a member has one vote only.
 - (2) All votes shall be given personally or by proxy.
 - (3) In the case of an equality of voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.

22. (1) If at a meeting a poll on any question is demanded by not less than seven members, it shall be taken at that meeting in such a manner as the Chairperson may direct and the resolution of the poll shall be deemed to be a resolution of the meeting on that question.
 - (2) A poll that is demanded on the election of a chairperson or on the question of adjournment shall be taken forthwith and a poll that is demanded on any question shall be taken at such time before the close of the meeting as the Chairperson may direct.

23. A member is not entitled to vote at any general meeting unless all monies due and payable by the member to the Association have been paid.

24. (1) Each member is entitled to appoint another member as a proxy by notice given to the Secretary no later than 14 days before the time of the meeting in respect of which the proxy is appointed.
 - (2) The notice appointing the proxy shall be in the form set out in Appendix 2

CONDUCT AT MEETINGS

25. All meetings of the Association are to be conducted concurrent with community standards. The Chairperson is responsible for the proper conduct of meetings and his /her decisions on any items of decorum are final and not open to discussion. Any member who's conduct in a meeting is found to be disruptive and inappropriate, and/or ignores a proper direction from the Chairperson, may be ejected from that meeting by the Chairperson under these Rules. Should any person be so ejected and that person refuse to comply with the ejection order, then the business of the Association will cease immediately and not resume until that person leaves.

COMMITTEE OF MANAGEMENT

26. (1) The affairs of the Association shall be managed by the Committee of Management constituted as provided in Rule 27(i) and Rule 29
 - (2) The Committee -
 - (a) Shall control and manage the business and affairs of the Association;
 - (b) May, subject to these Rules, the Regulations and the Act, exercise all such powers as may be exercised by the Association other than those powers and functions that are required by these Rules to be exercised by general meetings of the members; and
 - (c) Subject to these Rules, the Regulations and the Act, has the power to perform all such acts and things as appear to the Committee to be essential for the proper management of the business and affairs of the Association.

27. (1) The officers of the Association shall be -
- (a) A President;
 - (b) A Vice-President;
 - (c) A Treasurer;
 - (d) A Secretary, and
 - (e) A Ordinary Committee Member
- (2) The provisions of Rule 28 so far as they are applicable and with the necessary modifications, apply to and in relation to the election of persons to any of the offices mentioned in sub-clause (1)
- (3) Each officer of the Association shall hold office until the second annual general meeting after the date of his or her election but is eligible for re-election.
- (4) In the event of a casual vacancy in any office referred to in sub-clause (1) the Committee may appoint one of it's members to the vacant office and the member so appointed may continue in the office up to and including the conclusion of the annual general meeting next following the date of appointment.
28. (1) Subject to section 23 of the Act, the Committee shall consist of -
- (a) The officers of the Association; and
 - (b) Two ordinary member -
Each of whom shall be elected at the annual general meeting of the Association each year.
- (2) Each ordinary member of the Committee shall, subject to these Rules, hold office until the second annual general meeting next after the date of election but is eligible for re-election.
- (3) In the event of a casual vacancy occurring in the office of an ordinary member of the Committee, the Committee may appoint a member of the Association to fill the vacancy. The member so appointed shall hold office, subject to these Rules, until the conclusion of the annual general meeting next following the date of appointment, or until the casual vacancy is terminated, whichever is the earliest.
- (4) For the purposes of complying with Rule 45, the Committee may co-opt up to two additional Committee members for the purpose of efficient organising bi-annual reunions. These members will cease to be part of the Committee on completion of the bi-annual function.

ELECTION OF OFFICERS AND VACANCY

29. (1) Nominations of candidates for election as officers of the Association or as ordinary members of the Committee -
- (a) Shall be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
 - (b) Shall be delivered to the Secretary of the Association not less than 21 days before the date fixed for the holding of the annual general meeting.
- (2) Affiliate are under normal circumstances not to hold office or be a member of the Committee of the Association. Additionally, however, in accordance with the aim of the Association's constitution, they are to have the privileges and responsibilities of a full member in all other aspects.
- (3) If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected and further nominations shall be received at the annual general meeting.
- (4) 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.

- (5) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
 - (6) The ballot for the election of officers and ordinary members of the Committee shall be conducted at the annual general meeting in such usual and proper manner as the Committee may direct.
 - (7) A nomination of a candidate for election under this clause is not valid if that candidate has been elected to another office for election at the same election.
30. For the purpose of these Rules, the office of an officer of the Association or of an ordinary member of the Committee becomes vacant if the officer or member -
- (a) Ceases to be a member of the Association;
 - (b) Becomes an insolvent under administration within the meaning of the Companies (Victoria) Code: or
 - (c) Resigns from office by notice in writing given to the Secretary.
 - (d) Is expelled from the Association iaw Rule 10 of these Rules

PRECEDINGS OF COMMITTEE

31. (1) The Committee shall meet at least 3 times in each year at such place and such times the Committee may determine. These meetings may take the same form as those allowed under Rule 10 (7) (c)
- (2) Special meetings of the Committee may be convened by the President or by any four of the members of the Committee.
 - (3) Notice shall be given to members of the Committee of any special meeting specifying the general nature of the business to be transacted and no other business will be transacted at such a meeting.
 - (4) Any four members of the Committee constitute a Quorum for the transaction of the business of a meeting of the Committee.
 - (5) No business shall be transacted unless a quorum is present and if within half an hour of the time appointed for the meeting a quorum is not present the meeting shall stand adjourned to the same place and the same hour of the same day in the following week unless the meeting was a special meeting in which case it lapses.
 - (6) At meetings of the Committee -
 - (a) The President or in the President's absence the Vice-President shall preside; or
 - (b) If the President and Vice-President are absent, such one of the remaining Office Bearers as may be chosen by the members present shall preside.
 - (7) Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee shall be determined on a show of hands or, if demanded by a member, by a poll taken in such manner as the person presiding the meeting may determine.
 - (8) Each member present at a meeting of the Committee or of a sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote and, in the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.
 - (9) Written notice of each Committee meeting shall be served on each member of the Committee by delivering it to the member at a reasonable time before the meeting or by sending it by pre-paid post to him or her at his or her usual or last known place of abode at least 14 days before the date of the meeting.
 - (10) Subject to clause (4) the Committee may act notwithstanding any vacancy on the Committee.

SECRETARY

32. (1) The Secretary of the Association shall keep minute of the resolutions and proceedings of each general meeting and each committee meeting in books provided for that purpose together with a record of the names of persons present at committee meetings.
- (2) Further duties of the Secretary shall include but not be limited to -
- (a) Maintain a file of all inward and outward correspondence;
 - (b) Maintain a register of postal addresses for all Association members;
 - (c) Provide all members with 21 days notice of all general meetings;
 - (d) Maintain and publish a membership list; and
 - (e) Assist in the production and distribution to members, of newsletters and other information.

TREASURER

33. The Treasurer of the Association -
- (a) Shall collect and receive all moneys due to the Association and make all payments authorised by the Association;
 - (b) Shall keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association; and
 - (c) Shall maintain custody of petty cash, receipt and order books, as required. Such books may be either in hard copy or stored electronically in accordance with Para 13 (4)(a)(i)
 - (d) The Treasurer shall deliver to the Association Auditor all petty cash receipt and order books, in addition to all financial records (electronic or otherwise) for the purpose of performing the annual audit.

AUDITOR

34. The Auditor of the Association -
- (a) Shall monitor the Association financial records.
 - (b) Carry out a full audit of Association records once per year
 - (c) Shall not be able to serve in any other committee position.

REMOVAL OF MEMBERS OF COMMITTEE

35. (1) The Association in general meeting may by resolution remove any member of the Committee before the expiration of the members term of office and appoint another member in his or her stead to hold office until the expiration of the term of the first-mentioned member.
- (2) Where the member to whom a proposed resolution referred to in sub-clause (1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they be notified to the members of the Association, the Secretary or the President may send a copy of the representation to each member of the Association or, if they are not sent, the member may require that they be read out at the meeting.

CHEQUES

36. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by two members of the Committee.

SEAL

37. (1) The Common Seal of the Association shall be kept in custody of the Secretary.
- (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 either of two members of the Committee or of one member of the Committee and of the Public Officer of the Association.

ALTERATIONS OF RULES AND STATEMENT OF PURPOSE

38. (1) These Rules and the Statement of Purposes of the Association shall not be altered except in accordance with the Act.

NOTICES

39. (1) A notice may be served by or on behalf of the Association upon any member either personally or by sending it by post to the member at the address shown in the register of members.
- (2) Where a document is properly addressed prepaid and posted to a person as a letter, the document shall, unless the contrary is proven, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of the post.
- (3) For the purposes of these Rules, unless otherwise stated, electronic methods of notifications such as fax, Email etc are deemed to meet the requirements of these Rules

WINDING UP OR CANCELLATION

40. (1) In the event of the winding up or the cancellation of the incorporation of the Association, the assets of the Association shall be disposed of in accordance with the provisions of the Act.
- (2) Subject to the provisions of the Act in the event of the Association being dissolved, the amount which remains after such dissolution and the satisfaction of all debts and liabilities, shall be paid and applied by the Committee in accordance with their powers to any fund, institution or authority which is a non-profit organisation.

CUSTODY OF RECORDS

41. (1) Except as otherwise provided for in these Rules, the Secretary shall keep in his or her custody or under his or her control all books, documents and securities of the Association.
- (2) All accounts, books, documents and securities of the Association shall be made available for inspection and copying by any member of the Association (either at their place of safe custody or at an annual general meeting) upon request.
- (3) Financial accounting records can be kept electronically on a suitable program providing that a back up copy is made and access can be given to any member who so requests. All costs in printing, photocopying, postage and handling are to be borne by the member requesting the information.

FUNDS

42. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such sources as the Committee determines.

STANDING MINUTES

43. Proposals to introduce, cancel or amend a standing minute may be authorised by the committee but must be ratified at a General Meeting. All such proposals must be in accordance with these Rules.

HANDLING OF MONEYS

44. (1) **Receipts:** A receipt is to be issued for all moneys collected.
- (2) **Banking:** If safe custody facilities are available, moneys collected are to be paid to the Club Account by the last working day of each month or when the amount collected reaches \$250.00, which-ever occurs first. The provisions of this para do not apply to monies collected during an authorised function. Such monies must be banked on the next available banking day.

REUNION FUNCTION

45. (1) Reunion Function should be held in various localities, bi annually, to help promote and maintain Esprit de Corps amongst members.
- (2) Reunion functions will only be organised in a locality in which there is a minimum of two currently serving Committee Members residing within reasonable travel of that location. The firm decision on date and location will rest solely with the Committee
- (3) In determining the location of the bi-annual reunion the Committee is to properly consider the likely attendance and subsequent financial commitments to the Association and the direct financial costs to the members in general of holding that function.

ANNEX A**EX RAAF MTD ASSOCIATION****STANDING MINUTES**

- Minute No 1. Financial expenditure for purchases of equipment are not to exceed \$500.00 per month. Petty Cash expenditures are not to exceed \$250.00. Receipts are to be obtained wherever possible and affixed to either cheque book or petty cash book as appropriate.
- No 2. The Committee is empowered to write-off Association property through breakage, accidental damage, etc to the value of \$250.00.
- No 3. The Committee is empowered to spend sums not exceeding \$750.00 and \$350.00 for catering and refreshments respectively for any social event held by the Association in any six-month period.
- No 4. The Association will donate a sum equal to 10%, or such sum as the Committee decides but not more than 10% of Association operating funds to the RAAF MUSEUM for the sole purpose of maintenance and operation of Museum Heritage Vehicles.
- No 5. A sum not to exceed \$150.00 is to be made available for Committee travelling expenses when an authorised Committee Meeting requires interstate travel to and from the location by one or more Committee Members.

appendix 2

FORM OF APPOINTMENT OF PROXY

I,

of

being a financial member of the Ex RAAF MTD Association Incorporated (ERMTDA)

appoint

of

being a financial member of that incorporated Association, as my proxy to present my vote for me at the general meeting of the Association (annual general meeting or special general meeting, as the case may be) to be held on.....19..... and at any adjournment of that meeting.

My proxy is authorised to vote in favour of / against (delete as appropriate) the following resolution or resolutions.

Signed.....

Date

Member No

Register of Association Assets

<u>Date Purchased</u>	<u>No. Purchased</u>	<u>Item</u>	<u>Cost</u>
01 Jan 97	1	2 Drawer Metal Filing Cabinet	Donated
21 Feb 97	1	Teac Micro Recorder	54.55
09 Mar 97	10	Micro Recorder Cassettes	45.00
27 Mar 97	1	Metal Deed Box	42.50
23 Apr 97	3	X large Aluminium Photo Albums	50.00
03 Feb 98	1	A3 Laminator	200.00
09 Apr 98	3	Plastic Storage Bins	36.00
04 Dec 07	1	Black Flight Case	49.00
24 Jan 08	1	Office Pro Guillotine	49.99
24 Jan 08	1	Office Pro Binder	49.99