

WOMEN’S ROYAL AUSTRALIAN

AIR FORCE ASSOCIATION QUEENSLAND

INCORPORATED

(WRAAF Assn Qld Inc)

By-Laws

Version 1.1

Version control

Version Date Comment

V1.0 21/07/2018 By-Laws ratified by General Membership Inaugural Ordinary General Meeting

V1.1 19/01/2019 By-Laws ratified by General Membership

 Inaugural Annual General Meeting

# *Introduction*

These By-Laws are an addendum to the WRAAF Association Queensland Incorporated Rules of Association.

The By-Laws are divided into the following parts:

2 Membership;

3 Committee of management;

4 Annual general or general meetings; and

5 General

# *Membership*

## Classes

The following categories of membership are available:

**Ordinary** member(i) Automatically granted to all classes of membership

previously approved by WRAAF Branch, RAAFA Qld

Division; or

(ii) Served in the Women’s Royal Australian Air Force between 1951 and 1977. Must provide Proof of Service; or

(iii) Ex-Servicewomen who have served in the Royal Australian

 Air Force and must provide proof of service;

 (iv) Servicewomen of the Royal Australian Air Force. Must

provide proof of Service;

(v) Ex-Servicewomen who have served in an allied Women’s Royal Air Force. Must provide proof of Service

(vi) as determined by the management committee with a 3/4 majority of the general membership, being Ordinary and Life Members.

**Life** member – (i) Automatically granted to all members who transferred from

WAAAF Branch to WRAAF Branch, RAAFA Qld Division 29 January 1996 and have remained financial members of that Branch.

(ii) Automatically granted to all members after thirty (35) years of continuous cumulative membership to

WRAAF Branch, RAAFA Qld Division and this

Association;

(iii) Automatically granted to all members having reached the age of 90 years;

(iv) A member deserving recognition who’s exceptional, loyal and outstanding service has provided a measurable benefit to the Association over an extended period of time.

Life Membership may be granted by the Executive:

On its own initiative; or on submission by 2/3 majority Members of the Association

(iv) this right is not transferable.

**Honorary -** A person holding a position without being paid for it. For example, Honorary Auditor.

**Subscriber -** (i) Served in the Women’s Royal Australian Air Force

between 1951 and 1977. Must provide Proof of Service. Automatically granted to Associate and WRAAF Only members transferring from WRAAF Branch, RAAFA Qld Division.

(ii) Does not apply to ex-WRAAF as described above who live within an acceptable distance to attend association

 Meetings’ as an ordinary member, excluding anyone

 unable to attend due to age, disability or such.

## Length of Membership Awards

**15 year Certificate of Recognition**

Automatically granted to members of the Association after fifteen years (15) of continuous cumulative membership to WRAAF Branch, RAAFA Qld Division and this

Association.

**25 year Loyalty Pin**

Automatically granted to members of the Association after twenty five years(25) of continuous cumulative membership to WRAAF Branch, RAAFA Qld Division and this

Association.

**35 year Life Membership Certificate of Recognition**

1. Automatically granted to members of the Association after thirty years of continuous cumulative membership to WRAAF Branch, RAAFA Qld Division and this Association
2. Automatically granted to all members who transferred from

WAAAF Branch to WRAAF Branch, RAAFA Qld Division, 29 January 1996 and have remained financial members of that Branch.

## 2.3 Application

Every applicant for any class of membership of the Association shall be proposed and seconded by financial members of the Association. Exclusion – see 2.1(i). The application must be in writing on the prescribed form (as approved by the management committee), and must be accompanied with the relevant fees.

## 2.4 Fees

2.4.1 An initial Joining fee of $10.00 is payable by all classes of membership (excluding Subscriber) on application to join the Association.

2.4.2 Annual Membership fees are as follows:

Ordinary Member $20.00 per annum

Life Member - Nil fees

Subscriber - $10.00 per annum

Honorary member - Nil fees

2.4.3 Any person admitted to any class of membership after 30th June in any year may pay half the annual subscription for that class of membership of that year.

## 2.5 Membership financial year

2.5.1 The membership financial year is 1st January – 31st December.

2.5.2 Renewal of all classes of membership (excluding Life) is payable 1st January each year (or any other date as determined by the Executive, for example, prior to the commencement of the AGM). Any member whose fees remain unpaid after the commencement of the AGM is unfinancial and is not entitled to speak or vote at any meeting.

2.5.3 Any member who is unfinancial as at 31st March, shall cease to hold membership of the Association.

## 2.6 Register of membership

A detailed register of membership must be compiled. Membership lists should only be accessed by members authorised by the Executive.

The register of membership should include the following:

1. Name of the member;
2. Postal and/or residential addresses of the member;
3. Email address (if applicable);
4. Type of membership;
5. Date of admission as a member to the Association;
6. Date of admission as a member to WRAAF Branch, RAAFA Qld Division;
7. The date of death or time of resignation of the member;
8. Details about the termination or reinstatement of membership;
9. Date fees paid; and
10. Any other particulars required by the management committee.

## 2.7 Rights and privileges of membership

The management committee may alter the privileges of membership from time to time provided:

1. Any intended alteration is advised by way of a motion to the committee to be voted on at the next meeting; and
2. A 3/4 majority of committee members vote in favour.
3. Ordinary Member:

Rights: Represent the Association in any position within the Association or Affiliate Associations.

Privileges: Bi-monthly Minutes; Quarterly Newsletter; Attend all Association functions; Attend Ex-Servicewomen’s Invitations; 15year Certificate of Recognition; 25Year Loyalty Pin, and 35 year Life Membership Certificate of Recognition.

1. Life Member:

Rights: Represent the Association in any position within the Association or Affiliate Associations.

Privileges: Bi-monthly Minutes; Quarterly Newsletter; Attend all Association functions; Attend Ex-Servicewomen’s Invitations; and Life Membership Award.

1. Subscriber:

Rights: Nil

Privileges: Quarterly Newsletter

1. Honorary Member:

Rights & Privileges: Nil

1. ***Committee of management***

3.1 ***Office Bearers (the Executive)***

The Executive will consist of:

1. President
2. Vice President
3. Treasurer
4. Secretary
5. Assistant Secretary/Treasurer

3.2 Other Office Bearers (General Committee Members)

The number of general committee members will be determined by the Executive. The number will not exceed six (6) or less than five (5).

These positions may include but not limited to: Health and Well-Being; Merchandising; and Function/Events co-ordinator.

## 3.3 Period of election

All management positions are for one (1) year period or until the next election takes place.

## 3.4 Election of management committee

As determined by the management committee prior to the Annual General Meeting.

### 3.4.1 *Lodging of Nominations*

Written nominations duly signed by the member, proposer and seconder shall be lodged with the Secretary at least thirty (30) days prior to annual general meeting.

### 3.4.2 *Publication of Nominations*

The Secretary shall produce a list of candidates in alphabetical order, with the name of the member who nominated each candidate, and such list will be distributed to members by any means determined by the management committee.

3.4.3 ***Insufficient Nominations***

Should there be insufficient nominations to fill all positions, further nominations shall be called from the floor at the time of election.

## 3.5 Method of election of management committee

### 3.5.1 *Ballot lists*

Ballot lists will be prepared by the Secretary (if necessary) and distributed to all financial and life members present.

### 3.5.2 *Scrutineers*

At least two (2) scrutineers must be appointed to complete the vote count. Where possible the role of scrutineer should be independent of the proceedings, for example, members who have not accepted a nominated position.

### 3.5.3 *Executive committee* nominations

Nominations received for each executive office bearer will be read and voted on separately. If ballots have been distributed, eligible voters will tick only the nominee for whom they wish to vote.

Only those members who were financial as at the commencement of the AGM are eligible to vote.

### 3.5.4 *Other Office Bearers nominations*

General committee member nominations will be read and voted on separately. If ballots have been distributed to eligible voters, such members will tick only the nominee for whom they wish to vote.

Only those members who were financial at as the commencement of the AGM are eligible to vote.

***3.6 Meetings of the management committee***

The management committee may meet and conduct its proceedings as it considers appropriate but not less than two (2) weeks prior to the next Ordinary General Meeting.

Committee members may take part in meetings using any technology that reasonably allows members to hear and take part in discussions, for example, teleconferencing.

### 3.6.1 *Quorum for management committee*

A quorum will comprise greater than 50% of the total number of the committee members elected and/or appointed at the last annual general meeting.

### 3.6.2 *Attendance at management committee meetings*

Management committee meetings are the forums in which the Association members elected representatives make decisions on their behalf.

### *Casting votes*

At management committee meetings motions will be decided by a simple majority. In the case of equality, the motion will be deemed to be decided in the negative.

## Forfeiture of election to management committee

Committee members who fail to attend two (2) consecutive management committee meetings without a satisfactory excuse, will be deemed by the committee to have relinquished their position as a committee member. The committee may appoint another financial member to fill this vacancy.

## Appointment of sub-committees

The management committee may appoint a sub-committee for any purpose the committee deems necessary. Such sub-committee can be on-going or project related.

# *Annual general or general meetings*

The annual general meeting must be held within three months of the end of the Association’s financial year.

## 4.1 Quorum

A quorum for an (annual) general meeting is the number of members equal to double the number of management committee members plus one.

## 4.2 Voting and casting of votes

Each financial member present shall be entitled to one vote. In the case of equality of votes the Chair shall have a second or casting vote.

4.3 ***Bi-Monthly Members meeting***

Bi-Monthly members meetings will be held to provide a platform for members to address the management committee and submit proposals for consideration by the management committee and/or other committees in place at the time

# *General*

## Reportage of meetings

The Secretary shall record full and accurate minutes of the proceedings, including action items, responsible officers and resolutions.

These minutes should be distributed to all members prior to the next OGM for verification. These minutes on verification must be signed by the Chair and Secretary at that meeting.

## By-Laws

The management committee may, from time to time, make, amend or repeal these By-Laws for the internal management of the Association, provided the following procedure is followed:

5.2.1 Any addition, amendment or repeal is given in the form of a notice of motion to be voted upon at the next management meeting where a 3/4 majority vote of committee members present is necessary;

5.2.2 By-Laws may also be set aside at a general meeting of the Association on a 3/4 majority vote of financial members present provided prior notice of the intended change(s) is(are) advised to all members at the time of calling the general meeting.

## Funds and Accounts

5.3.1 The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the management committee.

5.3.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.

5.3.3All amounts must be deposited in the financial institution account as soon as practicable after receipt.

5.3.4 A payment by the Association of $100 or more must be made by cheque or electronic funds transfer.

5.3.5 If a payment of $100 or more is made by cheque, the cheque must be signed by any 2 of the following— (a) the president; (b) the secretary; (c) the treasurer; (d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.

5.3.6However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.

5.3.7 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

5.3.8 A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

5.3.9 All expenditure must be approved or ratified at a management committee meeting.

5.3.10All Income and Expenditure shall be itemised and reported to members at each Ordinary General Meeting for ratification.

5.4 ***Documents***

5.4.1 On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

5.4.2 The income and property of the Association must be used solely in promoting the Association’s objects and exercising the Association’s powers.

Addendum: Automatic Life Members:

Letter dated 29/1/96 from Mrs Judy Webster, President, WRAAF Branch to Miss Pat Dewar, advising:
“Dear Pat,

Please find enclosed the list of WRAAF’s who have transferred from the ~~WRAAF~~ WAAAF Branch to our WRAAF Branch as of 29/1/96

Transferees still financial 01/03/2018

Dawn Cooper; Dulcie Noonan; Ellen Thompson; Gwen Lovett; Leslie Maloney; Heather Mewett and Maureen Souter