

**Queensland Division
AFC & RAAF Association**



BY-LAWS

As amended November 2022

Date Of Amendment	Amendment Number	Sections Altered	Person Issuing	Date Completed	Signature of Person Amending
7 July 2007	A/L 1	4.01 Capitation	John Carlile	7 July 2007	
4 Feb 2012	A/L 2	1.01.02 – 1.01.06 – 1.01.07 – 1.02 - 1.02.04 – 1.02.05 – 1.02.06 – 4.01	John Wilson	4 Feb 2012	
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23 Nov 2019	A/L 6	2.0 Expenses & Travel Rates Pages 1; 2; 7 & 8	Rob Wilson		
21 Nov 2019	A/L 7	1.03.03 Branch Secretary Duties Pages 1; 2; 6; 11 & 12	Rob Wilson		
9 Apr 2022	A/L 8	1.02.04 to 1.02.06 – 4.01 -- 7.0	Rob Wilson		
19 Nov 2022	A/L 9	6.01.01	Rob Wilson		
	A/L 10				
	A/L 11				
	A/L12				
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By- Laws

1.0 DUTIES & RESPONSIBILITIES

1.01 State Council

The duties & responsibilities of the State Council are as detailed below:

1.01.01 President of the Division

The President of the Division is to:

- a. Represent the Queensland Division of the RAAF Association at National Level;
- b. Represent the Queensland Division of the RAAF Association at functions within the State of Queensland;
- c. Present the official views of the RAAF Association to the media on matters in which the RAAF Association has an interest;
- d. Preside at all meetings of State Council, general meetings and assemblies of the Queensland Division;
- e. Liaise with other Ex-Service organizations on matters of mutual interest;
- f. Assist and advise in development of Division Policies including membership, finance and administration.

1.01.02 Deputy State President

The Deputy State President is to:

- a. Deputize for and assist the President of the Division as required;
- b. Perform representational duties as directed by the President of the Division or State Council; and
- c. Perform the duties of Chairman of the Honours & Awards Committee.

1.01.03 State Secretary

The State Secretary is to:

- a. Record and maintain Minutes of all Branch Meetings;
- b. Maintain Branch membership and award records;
- c. Maintain and distribute stationery supplies as necessary;
- d. Prepare outgoing and incoming correspondence;
- e. Organise venues and other requirements pertaining to the conduct of meetings;
- f. Prepare and distribute Agendas for all Branch Meetings;
- g. Oversee arrangements for ceremonial and commemorative activities;
- h. Liaise with State Council on matters affecting branch administration, and
- i. Liaise with other Ex-Service organizations.

1.01.04 Assistant State Secretary

The Assistant State Secretary is to:

- a. Attend State Council meetings and State Executive meetings to keep current with the Secretarial situation of the Division;
- b. Assume the duties of the State secretary at times agreed to between the State Secretary and the Assistant State Secretary;
- c. Not have the right to vote at any Executive or State Council meetings at which the State Secretary is present, unless they are a delegate representing their Branch, or the executive member they are assisting is absent.

1.01.05 State Council Delegates

Delegates elected to State Council by Branches are to:

- a. Attend and represent their respective Branches at meetings of State Council;
- b. Present and speak to motions presented to State Council as directed by their branches;
- c. Represent the interest of their branches on matters arising from time to time at State Council meetings;
- d. Accept appointment to Division committees as required, if able;
- e. Assist State Council in the planning and staging of special events such as the Annual Assembly of Delegates, ceremonial and commemorative occasions; and
- f. Report back to Branches on proceedings of State Council meetings.

1.01.06 Treasurer

The Treasurer is to:

- a. Collate and submit all financial details to the Auditor;
- b. Prepare financial statements for submission to each meeting of State Council; and
- c. Present to the Annual Assembly of Delegates, the annual Treasurer's Report and the audited Financial Statement for the immediate past calendar year.

1.01.07 Assistant State Treasurer

The Assistant Treasurer is to:

- a. Attend State Council meetings and State Executive meetings to keep current with the financial situation of the Division;
- b. Assume the duties of the State Treasurer at time agreed to between the State Treasurer and the Assistant State Treasurer; and
- c. Not have the right to vote at any Executive meeting at which the State Treasurer is present, unless they are a delegate representing their Branch, or the executive member they are assisting is absent.

1.01.08 Area Vice Presidents

Area Vice Presidents are to:

- a. Attend State Council meetings and State Executive meetings as required;
- b. Provide timely advice to State Council on any matter affecting the viability or good governance of branches, and
- c. *Within their area of responsibility;*
 1. Represent the State Council;
 2. Provide advice and assistance to the Branch Executives on matters of RAAFA policy and administration; and
 3. Visit Branches on a programmed or as required basis.

1.02 Areas of Responsibility

The Area Vice Presidents are responsible for the Branches and area as listed below:

1.02.01 Northern Area Vice President

Current Branches of Cairns and Townsville.

1.02.02 Central Area Vice President

Current Branches of Bundaberg and Fraser Coast.

1.02.03 Sunshine Coast Vice President

Current Branches of Kawana Waters, Nambour.

1.02.04 Moreton Area Vice President

Current Branches of Pine Rivers and Sandgate, Redcliffe.

1.02.05 South East Area Vice President

Current Branches of Logan City, Queensland University, Redlands, WRAAF.

1.02.06 South West Area Vice President

Current Branches of Ipswich, National Service, Toowoomba, Headquarters List.

1.02.07 New branches are to be delegated to an area by State Council as required. These delegations are to be reviewed at the Assembly of Delegates immediately following the formation of the branch.

1.03 Branch Executive

The duties & responsibilities of the Branch Executive within the designated branch area are as detailed below:

1.03.01 Branch President

The Branch President, or if unable, his representative, is to:

- a. Represent the Branch of the RAAF Association at Division Level;
- b. Represent the Branch of the RAAF Association at functions within the area assigned to his Branch;
- c. Preside at all committee meetings and special and general meetings of the Branch;
- d. Liaise with other Ex-Service organizations on matters of mutual interest; and
- e. Assist in development and implementation of Division policies.

1.03.02 Deputy Branch President

The Deputy Branch President is to:

- a. Deputize for and assist the Branch President as required;
- b. Perform representational duties as directed by the Branch President or Branch Committee.

1.03.03 Branch Secretary

The Branch Secretary is to:

- a. Record and maintain minutes of all Branch Meetings;
- b. Maintain Branch membership and award records;
- c. Maintain and distribute stationery supplies as necessary;
- d. Prepare outgoing and incoming correspondence;
- e. Organise venues and other requirements pertaining to the conduct of meetings;
- f. Prepare and distribute Agendas for all Branch Meetings;
- g. Oversee arrangements for ceremonial and commemorative activities;
- h. Liaise with State Council on matters affecting branch administration;
- i. Liaise with other Ex-Service organizations;
- j. Ensure that all monies received are passed to the Treasurer as soon as practicable;
- k. Ensure that all mail to State Council is addressed to the State Secretary, except capitation cheques, which may be mailed direct to the State Treasurer; and
- l. Ensure that Membership Return Forms are forwarded to the State Secretary as soon as possible by the end of each month in which subscriptions and levees are received. The forms are to include current Honorary Members, Life Members and Fully Subscribed Members. Capitation cheques may also accompany these forms.

1.03.04 Branch Treasurer

The Branch Treasurer is to:

- a. Collate and submit all financial details to the Auditor;
- b. Prepare financial statement for submission to each meeting of the branch; and
- c. Present to the Annual General Meeting of the branch, the annual Treasurer's Report and the audited Financial Statement for the immediate past calendar year.
- d. Ensure that all monies received are banked as soon as practicable.

1.04 Rights and Responsibilities

1.04.01 Ordinary Members

Ordinary Members have the right to:

- a. Attend all branch meetings;
- b. Speak and vote at all branch meetings;
- c. Hold office in the branch in which they are enrolled; and
- d. Hold office in the State Council of the Queensland Division.

2.0 EXPENSES FOR STATE EXECUTIVE, NATIONAL COUNCILLORS AND OTHER MEMBERS

2.01 State Executive members and other members may be paid a contribution towards expenses when required by direction of State Council or State Executive (ex officio) to attend meetings or particular events.

2.02 To be eligible for this contribution, members must travel beyond a distance of Thirty kilometers (30km) from their place of residence on business authorised by the State Council or the State Executive. No contribution will be made for travel which does not exceed the Thirty kilometers (30km) boundary. The rate for travel by own vehicle is set at 45 cents per kilometer (45c/Km)

2.03 Reasonable travel and out of pocket expenses may be made, the decision on what constitutes reasonable is to be made by State Council.

2.04 Travel costs, registration fees and accommodation for State Executive to attend the Annual Assembly of Delegates and/or General Meetings of the Division, will be paid in advance or, reimbursed by the Division.

2.05 The rate for travel to the Annual Assembly of Delegates venue, by own vehicle is set at 45 cents per kilometer (45c/Km).

3.0 PROFILES

3.01 Where a member is required to provide a profile under the Constitution, the profile is to include the following particulars:

- Member's Name and Address;
- Length of time as a member of the RAAF Association;
- Positions held in the RAAF Association;
- Positions held in other Ex-Service organizations; and
- Any particular personal qualifications.

- 3.02** A member's rank in any branch of the Defence Force is not to be included in the profile.
- 3.03** Personal qualifications would include awards, decorations and service to the general community rather than service to a small section of the community.
- 3.04** Profiles are not to exceed one A4 page in length. They are to be single spaced 12 point (computer printed) or hand written.

4.0 CAPITATION

- 4.01** The Annual Subscription paid by a member includes a capitation component that is to be forwarded to the State Secretary. The subscription shall be as follows:

Annual Subscription paid to Division	\$35.00
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Branches charge and retain a fee set by each individual Branch in addition to that required by Division. Breakdown of Subscriptions: AFA Ltd. Capitation: \$20.00; QLD Division Capitation: \$10.00; Cadet Levee: \$5.00.

5.0 QUEENSLAND DIVISION CERTIFICATE OF MERIT

5.01 Purpose

- 5.01.01** The purpose of introducing a Queensland Division Certificate of Merit is to provide a form of recognition for exceptional service, to the Royal Australian Air Force Association (RAAFA), rendered at branch level.

- 5.01.02** The RAAFA already has provision for the grant of a National Certificate of Merit which is issued on a limited basis and is regarded as one of the higher awards of the Association. The Queensland Division Certificate is intended to complement our awards system. It will reward those members of the RAAFA who have worked willingly and constantly, and often behind the scenes, over many years for the benefit of their Branch, but who, otherwise, may not have their outstanding work recognised.

5.02 Submission of Nominations

- 5.02.01** Nominations for the award of the Queensland Division Certificate of Merit may be forwarded to State Council at any time. All nominations shall be supported by a profile as detailed in clause 3.01 of these By-laws; and

5.02.02 While not limiting availability of the award, branches should critically examine the worthiness of the nominations before forwarding them to State Council.

5.03 Action at State Council

5.03.01 An Awards Committee appointed within State Council will review all nominations received from branches to ensure that all criteria have been met. Where more information is required, or where points need to be clarified, the Chairman of the Awards Committee will contact the Branch President concerned; and

5.03.02 Recommendations of the Awards Committee are to be submitted to State Council for consideration and final approval for the award of the Queensland Division Certificate of Merit.

5.04 Criteria Governing The Award

The award of the Queensland Division Certificate of Merit will be governed by the following criteria:

- a. The Queensland Division Certificate of Merit may be awarded only to financial members of the Royal Australian Air Force Association;
- b. A nominee for the award must have rendered dedicated and outstanding service to the RAAFA, at branch level, covering a period of not less than five years;
- c. The award is for branch level service: therefore, service at either Division or National level shall not be regarded as qualification for the award;
- d. No member may receive more than one award of the Queensland Division Certificate of Merit; and
- e. A member who already has been honoured with Life Membership or the National Certificate of Merit shall not be nominated for a Queensland Division Certificate of Merit.

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6.01 Negotiable Instruments, Cheques etc.

6.01.01 The following clause 6.01.02 shall apply in conjunction with clause 7.10.07 of the Constitution;

6.01.02 Two or more members of the one family shall not co-sign any individual negotiable instrument or cheque. A family is defined as:

- a. Partners in a marriage-like relationship, legally married or de facto.
- c. Children of the above, including step children and adopted children.

7.0 ANNUAL ASSEMBLY OF DELEGATES (AAD)

7.01 Format

7.01.01 The following clauses shall apply in conjunction with clause 6.10 of the Constitution;

7.01.02 The Annual Assembly of Delegates should include but not be limited to:

- a. The Meet and Greet
- b. Memorial Service
- c. State Council Meeting
- d. Annual General Meeting
- e. Annual Delegates Dinner

7.01.03 The Format of the AAD is to be organised by the Host Branch following liaison between local organisations, State Executive and State Council.

7.02 Responsibilities

7.02.01 The Host Branch is responsible for:

- a. Negotiating and selection of a suitable venue/s
- b. Negotiating and selecting suitable catering
- c. Applying for a local grant as required
- d. Organising a raffle as required
- e. Liaison with State Executive

7.02.02 State Executive is responsible for:

- a. Administration, Nominations, Notices of Motion, Printing of Handbook
- b. Communication, by Electronic means or mail
- c. Financial, collection of revenue and payment of bills
- d. Guest Speakers, following liaison with Host Branch

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