

OBJECTS AND RULES



OF THE

RAASC Vietnam Supply Platoons Association

CONTENTS

Page	Item	Sections
3	NAME	1
3	DEFINITIONS	2
3	OBJECTS	3
4	ALTERATION OF OBJECTS AND RULES	4
4	INCOME	5
5	FUNDS OF THE ASSOCIATION	6
5	ACCOUNTS	7
6	AUDITORS	8
6	DISSOLUTION	9
6	ORDINARY MEMBERSHIP	10
7	ASSOCIATE MEMBERSHIP	11
7	APPLICATION FOR MEMBERSHIP	12
8	ANNUAL SUBSCRIPTION	13
8	REGISTER OF MEMBERS	14
8	RESIGNATION AND EXPULSION OF A MEMBER	15
9	ANNUAL GENERAL MEETING	17
10	SPECIAL GENERAL MEETING	18
11	NOTICE OF MEETING	19
11	PROCEEDING AT MEETINGS	20
13	COMMITTEE OF MANAGEMENT	28
14	ELECTION OF OFFICE BEARERS	30
15	PROCEEDINGS OF COMMITTEE	32
15	OFFICE BEARERS - PRESIDENT	33
16	OFFICE BEARERS - VICE PRESIDENT	34
16	OFFICE BEARERS - SECRETARY	35
16	OFFICE BEARERS - TREASURER	36
16	REMOVAL OF A MEMBER OF THE COMMITTEE	37
17	SEAL	38
17	NOTICES	39
17	CUSTODY OF RECORDS	40
17	DISPUTES AND MEDIATION	41

NAME

1. The name of the Association is the **RAASC VIETNAM SUPPLY PLATOONS ASSOCIATION** and was registered in the Australian Capital Territory (ACT) under the *Associations Incorporation Act 1991*.

2. DEFINITIONS.

2.1 In these Rules, unless the contrary intention appears-

'**Act**' means the *Associations Incorporation Act 1991*;

'**Association**' means the RAASC Vietnam Supply Platoons Association.

'**Committee**' means the Executive Officers and the seven (7) Committee Members of the Association.

'**Financial year**' means the year ending on 30 June.

'**General meeting**' means a general meeting convened in accordance with Rule 17.

'**Member**' means either an Ordinary Member or an Associate Member.

'**Ordinary Member**' means a Member who is a Vietnam veteran.

'**Associate Member**' means a Member, but who is not a Vietnam veteran.

'**Executive Officers**' are the President, Vice-President, Secretary and Treasurer of the Association.

'**Vietnam Veteran**' means any verified person who served in South Vietnam between 31st July 1962 and 11th January 1973 inclusive as a Member of the Australian Defence Force and includes any other person who served in South Vietnam between 1962 and 1975 as a Member of an allied defence force.

'**Regulations**' means regulations under the Act;

'**Relevant documents**' has the same meaning as in the Act.

OBJECTS

3. (1) The objects for which the Association are established are to:-

WELFARE

- (a) raise funds to enable the Association to function as a welfare organisation.
- (b) provide support to RAASC Vietnam Supply Platoon veterans and their families in need, insofar as resources permit.
- (c) provide support to all other RAASC Vietnam Supply Platoon Association members and their families and all other eligible veterans and their families in need, insofar as resources permit

(2) **GENERAL**

- (a) establish and foster close unit organisation within the community of RAASC Vietnam Supply Platoon veterans, regardless of rank
- (b) provide a focal point, under a RAASC Vietnam Supply Platoon banner, at annual ANZAC Day marches and other commemorative events and at nominated venues for a social gathering after the marches or commemorative events..
- (c) form and support, as appropriate, sub branches in other States and Territories.

ALTERATION OF OBJECTS AND RULES

- 4. (1) The statement of objects and these rules may be altered, rescinded or added to only by a special resolution at a General Meeting of the Association, held no less than 21 days after notice of that meeting is given to members.
- (2) Provided however that the Association shall not, without the consent of the Minister, alter the provisions of these objects and rules if the rules as altered would be inconsistent with the provisions of the *Associations Incorporation Act 1991*.

INCOME

- 5. (1) The funds of the Association shall be derived from annual subscriptions of members, donations, fund raising activities and other sources as the Association determines.
 - (a) All monies received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
 - (b) The Association shall as soon as practicable after receiving money issue an appropriate receipt.
- (2) The income and property of the Association, whencesoever derived, shall be applied solely toward the objects of the Association set forth in these rules and no portion thereof shall be paid or transferred directly, or indirectly by way of profit, to members of the Association provided that nothing shall prevent the payment in good faith of reasonable and proper remuneration to any member of the Association or to any other person, in return for any goods or services actually rendered to the Association, nor prevent payment of interest at a rate not exceeding the rate charged by bankers in the State in which the Association is located on overdraft, accounts on any money lent or reasonable and proper rent for premises demised or let to the Association by any member but so that no member of the Association shall be appointed to any salaried office of the Association, or any office of the Association paid by fees, and that no remuneration or other benefit in money or money's worth shall be given by the Association to any member, except repayment of out-of-pocket expenses and interest, at the rate aforesaid on money lent or reasonable and proper rent for premises demised or let to the Association.

FUNDS OF THE ASSOCIATION

6. (1) All funds belonging to or received by the Association shall be placed in one or more bank accounts in the name of the Association and such funds may be withdrawn from such accounts only by means of cheques signed by any two committee members, one of whom shall be an Executive Officer of the Association.
- (2) Any member of the Committee or any other person approved by the Committee may endorse cheques or negotiable instruments payable to the credit of the Association.
- (3) All payments of funds drawn from any bank account of the Association shall be made only with the authority of the Committee provided however that the Committee may subsequently approve payments made subject to its approval. The Committee Executive may seek approval in advance for the payment within defined limits of routine or foreseeable expenses, at Committee meeting.

ACCOUNTS

7. (1) True accounts shall be kept of the sums of money received and expended by the Association and the manner of which such receipts and expenditure take place and of the property credits and liabilities of the Association and subject to any reasonable restrictions as to the time and manner of inspection the same that may be imposed in accordance with the regulations of the Association for the time being in force shall be open to the inspection of the members. Once at least every year the accounts of the Association shall be examined by one or more properly qualified auditor or auditors.
- (2) The financial year of the Association shall conclude on the 30th day of June in each year.
- (3) The Committee shall cause proper books of account to be kept with respect to;
 - (a) all sums of money received and expended by the Association and the manner in respect of which the receipt and expenditure takes place.
 - (b) all sales and purchases of goods by the Association, and
 - (c) all the assets and liabilities of the Association.
- (4) The Committee shall from time to time in accordance with the provisions of the Rules cause to be prepared and to be tabled at a General Meeting such profit and loss accounts, balance sheets and reports as are referred to therein.
- (5) A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be tabled at a General Meeting together with a copy of the auditor's report shall be, not less than 14 days before the date of the meeting, sent to all persons entitled to receive Notices of General Meeting.
- (6) A financial statement comprising an income and expenditure account shall be presented to the Committee at each meeting of the Committee if specifically requested at least seven days before the date of the meeting by the President or any two Committee members.

AUDITORS

8. An auditor of the Association shall be appointed at the General Meeting. An auditor as appointed shall have professional qualifications as an auditor as required by Territory Law.

DISSOLUTION

9. (1) The liability of a member of the Association to contribute towards the payment of the debts and liabilities of the Association or the cost, charges and expenses of the winding up of the Association is limited to the amount if any, unpaid by the member in respect of membership of the Association.
- (2) If, upon the dissolution of the Association there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among members of the Association, but shall be transferred to some other welfare or charitable institution or institutions having objects similar to the objects of the Association and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as it is imposed on the Association under or by virtue of Section 5 hereof, such welfare or charitable institution or institutions having objects similar to the objects of the Association which is a fund, authority or welfare or charitable institution approved by the Commissioner of Taxation as a fund, authority or welfare or charitable institution referred to in Section 78 (1) (a) of the *Income Tax Assessment Act 1936*, as amended.
- (3) The Association shall not, without the consent of the Minister, alter the provisions of Section 9. (2) if the rules as altered would be inconsistent with the provisions referred to in the *Associations Incorporation Act 1991*.

ORDINARY MEMBERSHIP

10. (1) The following persons are eligible to be admitted as Ordinary Members of the Association.
 - (a) Any person who served in South Vietnam between 31st July 1962 and 11th January 1973 (inclusive) as a member of the Royal Australian Army Service Corps. .
 - (b) Any other person who served in South Vietnam between 31st July 1962 and 11th January 1973 (inclusive) as a member of the Australian Defence Forces.
 - (c) Any other person who served in South Vietnam between 1962 and 1975 as a member of an allied defence force.
- (2) An ordinary member may attend at any meeting of the Committee of the Association.
- (3) An ordinary member is eligible to be nominated for a position as an Executive Officer of the Committee.

ASSOCIATE MEMBERSHIP

11. (1) The following persons are eligible to be admitted as Associate Members of the Association:
 - (a) Any person who is a member of the immediate family, or who is a descendant of a deceased Vietnam veteran as described in Sections 10.(1) (a), 10.(1) (b) and 10.(1) (c).
 - (b) Any other person who agrees with the Objects and Rules of the RAASC Vietnam Supply Platoons Association and who is accepted by the Committee.
- (2) An Associate member may attend at any meeting of the Committee of the Association shall be entitled to vote thereat and to receive notices thereof.
- (3) An Associate member is ineligible to be nominated for a position as an Executive Officer of the Association but is eligible to be nominated for any vacancy on the Committee. Provided however that the vacancy is one of the two vacancies reserved for Associate members.

APPLICATION FOR MEMBERSHIP

12. (1) A person who is nominated and approved for membership as provided in these rules, is eligible to be a member of the Association on payment of the 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 such at that time but has ceased to be a member) shall not be admitted to membership.
 - (a) unless he/she is nominated as provided in sub-section (3); and
 - (b) his/her admission as a member is approved by the Executive.
- (3) A nomination for membership of the Association shall:-
 - (a) be made in writing in the form set out in appendix 1; and
 - (b) be lodged with the membership officer of the Association.
- (4) As soon as practicable after receipt of the nomination the membership officer shall refer the nomination to the Executive.
- (5) Upon the nomination being referred to the Executive, the Executive shall determine whether to approve or reject the nomination.
- (6) Upon the nomination being approved by the Executive, the membership officer shall, with as little delay as possible, notify the nominee that he/she is approved for membership of the Association and request payment within a period of 28 days after receipt of the notification of the sum payable under these rules as the first year's annual subscription.
- (7) The membership officer shall, upon payment of the amount referred to in sub-section (6) within the period referred to in that sub-section, enter the nominee's name in the Register of Members and upon the name o being entered the nominee becomes a member of the Association.
- (8) A right, privilege, or obligation or a person by reason of his/her membership of the Association:

Deleted:

Deleted: ¶

¶
¶
¶

- (a) is not capable of being transferred or transmitted to another person
- (b) terminates upon the cessation of his/her membership, by dissolution, or resignation or otherwise.

ANNUAL SUBSCRIPTION

13. The annual subscription shall be determined at the ANNUAL GENERAL MEETING and the subscription year shall be from 1st January to 31st December.

REGISTER OF MEMBERS

14. The membership officer shall keep and maintain a Register of Members in which will be entered the full name, address, and date of entry of each member. The register shall be available for inspection by members at the address of the membership officer.

RESIGNATION AND EXPULSION OF A MEMBER

15. (1) A member of the Association who has paid all monies due and payable by him/her to the Association may resign from the Association by first giving one month's notice in writing to the secretary of his/her intention to resign and upon the expiration of that period or notice, the member shall cease to be a member.

- (2) Upon the expiration of a notice given under sub-section (1), the secretary, through the membership officer, shall make in the Register of Members of an entry recording the date on which the member by whom the notice was given, ceased to be a member.

16. (1) Subject to these rules, the Committee may be resolution:-

- (a) expel a member from the Association, or
- (b) suspend a member from membership of the Association for a specified period.

(2) A resolution of the Committee under sub-section (1):-

- (a) does not take effect unless the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under sub-section (3) confirms the resolution in accordance with this section; and
- (b) where the member exercises a right of appeal to the Association under this section does not take effect unless the Association confirms the resolution in accordance with this section.

(3) Where the Association passes a resolution under the sub-section (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 what it was based.
- (b) stating that the member may address the Committee at a meeting to be held not earlier than 14 and not later than 28 days after the service of the notice
- (c) stating the date, place and time of that meeting, and

(d) informing the member that he/she may do one or more of the following:-

- (i) attend the meeting
- (ii) give the Committee before the date of that meeting a written statement seeking revocation of the resolution and/or
- (iii) not later than 24 hours before the date of the meeting, lodge with the secretary a notice to the effect that he/she wishes to appeal to the Association in a general meeting of the Association against the resolution.

(4) At a meeting of the Committee held in accordance with sub-section (2), the committee shall:

- (a) give the member the opportunity to be heard.
- (b) give due consideration to any written statement by the member, and
- (c) by resolution determine whether to confirm or to revoke the resolution.

(5) Where the Secretary receives a notice under sub-section (3), he shall notify the Committee and the Committee shall convene a general meeting of the Association to be held within 21 days after the date on which the secretary received the notice.

(6) At the general meeting of the Association convened under sub- section (5):

- (a) no business other than the question of the appeal shall be transacted;
- (b) the Committee may place before the meeting details of the grounds of the resolution and the reasons for passing the resolution.
- (c) the member shall be given the opportunity to be heard, and
- (d) the members present shall vote by secret ballot on the question whether the resolution should be confirmed or revoked.

(7) If at the general meeting:

- (a) two-thirds of the members vote in person or by proxy in favour of the confirmation of the resolution, the resolution is confirmed; and
- (b) in any other case, the resolution is revoked.

ANNUAL GENERAL MEETING

17. (1) The Association shall in each calendar year convene an Annual General Meeting of its members.

- (2) The Annual General Meeting shall be on such a day as the Committee determines.
- (3) The Annual General Meeting shall be specified as such in a notice convening it.
- (4) The ordinary business of the Annual General Meeting shall be:

Objects and Rules of the RAASC Vietnam Supply Platoons Association - Page No 10 of 18

- (a) To confirm the minutes of the last preceding Annual General Meeting and of any general meeting held since that meeting.
 - (b) To receive from the Committee reports upon the transactions of the Association during the last financial year.
 - (c) To elect officers of the Association; and
 - (d) To receive and consider the statement by the Association in accordance with the Association Incorporation Act 1991.
- (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.

SPECIAL GENERAL MEETING

18. (1) All general meetings other than the Annual General Meeting shall be called special general meetings.
- (2) The Committee may, whenever it thinks fit, convene a general meeting of the Association, and where, but for this sub- section, more than 15 months would lapse between annual general meetings, shall convene a special general meeting before the expiration of that period.
- (3) The Committee shall, on the requisition in writing of members representing no less than 5% of the total number of members, convene a special general meeting of the Association.
- (4) The requisition for a special general meeting shall state objects of the meeting and shall be signed by the members making the requisition and be sent to the address of the secretary and may consist of several documents in like form, each signed by one or more of the members making the requisition.
- (5) If the Committee does not cause a special general meeting to be held within one month of 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 general meeting to be held not later than 3 months after that date.
- (6) A special general meeting convened by the members in pursuance of these rules shall be convened in the same manner as nearly as possible as that which those meetings convened by the Committee and all reasonable expenses incurred in convening the meeting shall be refunded by the Committee to the members incurring the expenses.

NOTICE OF MEETING

19. (1) The secretary of the Association shall, at least 14 days before the date fixed for the holding of a general meeting of the Association, cause to be sent to each member at their address appearing in the register of members, a notice by prepaid 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 that meeting.
- (3) A member desiring to bring 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 the receipt of the notice.

PROCEEDING AT MEETINGS

20. (1) All business that is transacted at a special general meeting and all business that is transacted at the Annual General Meeting with the exception of that specially referred to in these rules as being the ordinary business of the Annual General Meeting shall be deemed to be special business.
 - (2) No items of business shall be transacted at a general meeting unless a quorum of members entitled under these rules is present during the time when the meeting is considering that item.
 - (3) 10 members, 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 the members shall be dissolved, and in any other case shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairman at the time of adjournment or by written notice given to members before the day to which the meeting is adjourned) at the same place and if at the adjourned meeting the quorum is not present within half an hour after the appointed time for the commencement of the meeting, the members present (not being less than 5) shall be a quorum.
21. (1) The President, or in his absence, the Vice President shall preside as Chairman at each general meeting of the Association.
 - (2) If the President and Vice President are absent from a general meeting, the Committee members present shall elect a Committee member present to preside as chairman for that meeting.
22. (1) The chairman 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 14 days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.
 - (3) Except as provided in sub-sections (1) and (2), it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.
23. 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 a show of hands a poll is demanded, a declaration by the chairman that a resolution has, on the 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 the number or proportion of the votes recorded in favour of, or against, that resolution.

- 24. (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) The instrument appointing a proxy shall be in the form following or a form as near thereto circumstances permit.

'Instrument Appointing a Proxy'

RAASC VIETNAM SUPPLY PLATOON ASSOCIATION

I of being a member of the above
Association hereby appoint (Name) of (Address)
as my proxy to vote for me and on my behalf at the General Meeting of the
Association to be held on the day of 20 .

Signed this day of 20 .

This form to be used (in favour of/against) the resolution in respect to the following
items of business (strike out whichever is not desired).

.....
(Signature)

- (4) The instrument appointing a proxy shall be deposited with the Secretary as soon as conveniently possible after the member concerned has arrived at the place of the general meeting.
 - (5) In the case of an equality of voting on a question, the chairman of the meeting is entitled to exercise a second or casting vote.
25. (1) If at a meeting a poll on any question is demanded by not less than 50% of members, it shall be taken at that meeting in such a manner as the chairman 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 chairman or on a question of an adjournment shall be taken forthwith and a poll that is demanded on any other question shall be taken at such a time before the close of the meeting as the chairman shall direct.

26. A member is not entitled to vote at any association meeting unless all monies due and payable by that member have been paid, other than the amount of the annual subscription payable in respect of the current financial year.

27. Each member shall be entitled to appoint another member as his proxy by notice given to the secretary no later than 24 hours before the time of the meeting in respect of which the proxy is appointed.

COMMITTEE OF MANAGEMENT

28. (1) The affairs of the Association shall be managed by a committee of management as constituted as provided in Rule 29.

(2) The Committee:

- (a) shall control and manage the business affairs of the Association
- (b) may, subject to these rules, the regulations of the act, exercise all such powers and functions as may be exercised by the Association other than those powers and functions that are required by these rules to be exercised by a general meeting of the Association.
- (c) Subject to these rules, the regulations of 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.

29. (1) The Committee shall comprise 11 members of the Association as described in Section 10. (1) and shall be:

- (a) a President
- (b) a Vice President
- (c) a Treasurer
- (d) a Secretary, and
- (e) a minimum of seven (7) members.

(2) The provisions of rule 30 so far as they are applicable and with the necessary modifications, apply to the election of persons to any of the offices mentioned in sub-section (1).

(3) Each Committee member shall hold office until the Annual General Meeting next after the date of his election but is eligible for re-election.

(4) In the event of a casual vacancy in any office referred in sub- section (1), the Committee may appoint one of its members to the vacant office and the so appointed may continue in

office up to and including the conclusion of the Annual General Meeting next following the date of his appointment.

- (5) For the purposes of these Objects and Rules, the President, the Vice President, the Treasurer and the Secretary are deemed to be Executive Officers of the Association.

ELECTION OF OFFICE BEARERS

30. (1) Nominations of candidates for election as Executive Officers of the Association or as members of the Committee shall
be nominated at the Annual General Meeting.
 - (2) 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.
 - (3) If the number of nominations is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.
 - (4) If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.
 - (5) The ballot for the election of officers and members of the committee shall be conducted at the Annual General Meeting in such usual and proper manner as the committee may direct.
 - (6) A nomination of a candidate for election under this section is not valid if that candidate has been nominated for another office for election at the same election unless otherwise permitted by the Association.
31. For the purposes of these rules, the office of an officer of the Association or a member of the committee becomes vacant if the officer or member:
- (1) Ceases to be a member of the Association;
 - (2) Becomes insolvent under administration; or
 - (3) Resigns his office by notice in writing given to the secretary;
 - (4) Is removed from office by resolution of a general meeting (refer Section 37).

Deleted: ;

PROCEEDINGS OF COMMITTEE

32. (1) The Committee shall meet at least 4 times in each year at such place and at such times as the committee may determine. This meeting may be held via via an electronic hook up communications system and is not limited to a face to face meeting.
- (2) Special meetings of the Committee may be convened by the chairman or with the knowledge and consent of the chairman, by any 4 members of the committee.

- (3) Notice shall be given to the committee of any special meeting specifying the general nature of the business to be transacted and no other business shall be transacted at that meeting.
- (4) Any seven (7) Committee 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 at 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 shall preside; or
 - (b) if the President or Vice President are absent one of the remaining members of the committee as may be chosen by the members 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 at least 50% of members present, a poll shall be taken in such a manner as the person presiding at the meeting may determine.
- (8) Each member present at the meeting of the committee or of any of 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 him/her at a reasonable time before the meeting or sending it by pre-paid post addressed to the member's usual or last known place of abode at least seven days before the date of the meeting.
- (10) Subject to sub- section (4) the committee may act notwithstanding any vacancy on the committee.

OFFICE BEARERS - PRESIDENT

33. (1) The President is an Executive Officer of the Association and shall be a Vietnam Veteran as defined in Section 10. (1) (a), (b) or (c).
- (2) The President, as spokesperson for the Association, must give a balanced and true account of the aims and decisions of the Association.
- (3) Duties include presiding over all meetings of the Association, representing the Association at official and social functions and overseeing the day to day business of the Association as directed by the Association.

OFFICE BEARERS - VICE PRESIDENT

34. The criteria for this position is the same as for the position of PRESIDENT with the requirement to fill in the duties of the President if and when required.

OFFICE BEARERS - SECRETARY

35. (1) The Secretary is an Executive Officer of the Association and shall be a Vietnam Veteran as defined in Section 10. (1) (a), (b) or (c).
- (2) The Secretary of the Association shall record and maintain minutes of the resolutions and the proceedings of all Association meetings and shall maintain the minutes of sub-committee meetings in books provided for that purpose together with a record of persons present at those meetings.
- (3) The Secretary has the same responsibilities as a spokesperson for the Association.

OFFICE BEARERS - TREASURER

36. (1) The Treasurer is an Executive Officer of the Association and shall be a Vietnam Veteran as defined in Section 10. (1) (a), (b) or (c).
- (2) The Treasurer of the Association shall:
 - (a) collect and receive monies due to the Association and make all payments authorised by the Committee; and
 - (b) 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
 - (c) provide an account of the financial affairs of the Association for audit, by a qualified person or persons appointed by the Committee, for presentation at the Annual General Meeting.
- (3) The accounts and books referred to in sub- section (2) shall be available for inspection by members given 21 days notice of a specific requirement.

REMOVAL OF A MEMBER OF THE COMMITTEE

37. (1) The Association in general meeting may by resolution remove any member of the committee before the expiration of his/her term of office.
- (2) Where the member to whom the proposed resolution as referred to in sub- section (1) makes representations in writing to the Secretary or President of the Association (not exceeding a reasonable length) and requests that they may be notified to the members of the Association, the Secretary or President may send a copy of the representations to each

member or, if they are not so sent, the member may require that they be read out at the meeting.

SEAL

38. (1) The common seal of the Association shall be kept in the 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 officers of the Association.

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 his/her address shown in the Register of Members.
- (2) Where a document is properly addressed pre-paid and posted to the member as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the member at the time at which the letter would have been delivered in the ordinary course of post.

CUSTODY OF RECORDS

40. (1) Except as otherwise provided in these rules, the secretary shall keep in custody or under control all books, documents and securities of the Association.
- (2) The accounts and books referred to in sub-section (c) shall be available for inspection by members given 21 days notice of a specific requirement.

DISPUTES AND MEDIATION

41. (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 Registrar General's Office.

- (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 otherwise at law.

|