National Servicemen's Association of Australia Queensland Inc.

BY-LAWS

NSAA (Q) Inc. By-Laws (Draft Only)

Introduction:

These by-laws have been developed to complement and supplement the Constitution of the National Servicemen's Association of Australia (Queensland) Inc. (the *Association)* and to provide the necessary framework for the effective implementation of the constitution and the management of the Association.

The Association's State Management Committee (the SMC) has prepared these By-Laws for ratification by a General meeting.. Changes and amendments can be ratified only by means of a Special Resolution, as defined in *Definitions* in the Association's constitution.

Part 1: Definitions

a. **Notice of Motions**:
   i. Where applicable state the clause of Constitution to be amended;
   ii. Provide rationale supporting the motion; and
   iii. State whether or not a Special Resolution is required.

b. **Complimentary Members:**
   i. Eligible Complimentary are Complimentary Members who are eligible to become Ordinary or Associate members of the Association.

Part 1: Powers (Supporting Constitution Part 1 - Clause 4.25)

a. **Formation of Branches**.
   i. Branches may be formed only with the approval of the SMC
   ii. Branches will remain on probation for the first twelve (12) months of their operation, dated from the inaugural election of officers;
   iii. At the conclusion of the 12 months probation period and providing the operation of the Branch satisfies the requirements of the SMC, a Charter will be issued to the Branch;
   iv. If the Branch has not performed to the standards required by the SMC, a further period of probation may be imposed at the discretion of the SMC;
   v. During the probation period, financial members of the probationary Branch will be provided all the rights, privileges and responsibilities associated with their commensurate membership of the Association;
   vi. As a Branch is a Sub-Committee of the State Association, the Australian Business Number (ABN) and Tax File Number TFN) are covered by the Association's registration;
   vii. The ABN is 87 625 176 937;
   viii. The TFN is 727 771 492;

Part 2: Membership

a. **Application for Membership** Clause 6
   i. Applications must be in the form as per appendix 1
   ii. Applications can be made via a Branch or direct to the SMC;
   iii. Membership can be granted or withdrawn only by the SMC;
   iv. The SMC will confer full membership only when the relevant application has been approved and proof of service sighted;

v. An Applicant may indicate on the application form the Branch to which they prefer to be attached;

b. Transfer of Member

i. Members relocating between Branches should advise their former Branch secretary who will complete a Change of Particulars Form and forward to the SMC;

ii. The SMC will advise the recipient Branch of particulars of the transferee;

iii. Should a new Member apply to join within three (3) months prior the close of a financial year then, any fees paid on the application by such new Member shall also cover their membership for the ensuing financial year and they will not be required to pay any further fee for that ensuing year.

iv. A Member who joins the Association whilst still a financial Member of a Branch or Association in another State or Territory shall not be required to pay any membership fees to the Association until the commencement of the ensuing financial year. (refer memo of 30 September 2010) NSAA (Q) Inc. members transferring interstate should advise their former Branch secretary who will complete a Change of Particulars Form and forward to the SMC who will dispatch the member's details to the recipient State/Territory;

c. **Payment of subscriptions**: Clause 7

i. Annual Subscriptions are due for renewal by the 31st December each year and must be paid no later than 28th February in the subsequent year;

ii. Subscriptions may be paid to the local Branch who will forward the monies collected with the required documentation to the SMC, or be paid by the member direct to the SMC;

iii. Branches collecting subscriptions should provide the member with a receipt;

iv. Membership ID will be issued by State direct to the member upon receipt of the subscription;

v. All fees, State fund raising monies, charges and levies imposed by the SMC, which are collected or paid through the Branch shall be paid in full to the SMC within fourteen (14) days of receipt by the Branch.

vi. Branches will not impose additional fees, charges or levies on members.

d. **Membership Records**: Clause 11.

i. A current record of members will be maintained by the SMC and distributed to Branches quarterly;

ii. It is the responsibility of the Branch to advise the SMC of any change of a member's pertinent personal details;

iii. A copy of the Member's Register for a Branch will be made available upon request to the SMC or at intervals decided by the SMC;

iv. Any list of Members provided to a Branch is a confidential document and the issue of copies is restricted to Branch Executive, designated Branch Membership Officers and candidates for election to Branch office. Any lists so issued should be returned to the Branch Secretary for destruction after their use;

v. Any change to a member's personal particulars is to be forwarded to the SMC using a Change of Particulars form . (Appendix)

e. **Disciplinary Procedures**: Clause 9 (3)

i. It is the responsibility of a Branch to bring to the notice of the SMC the action of any member refusing to abide by the Association's Constitution and Rules or alleged to have brought the name of the Association into disrepute;

ii. It is the responsibility of the SMC to investigate any allegations and, if the allegations are confirmed, take the appropriate action as per clause 9 of the constitution.

Part 3: Management of the Association

a. Reporting

i. Branches are to advise the SMC of any major project or adverse issue in which the Branch is or could be involved;

b. Meetings

i. The management of meetings will be in accordance with the booklet "NSAA Qld Inc Guide to Meeting Rules and Procedures November 2014"

c. Minutes: Clause 28(7)

i. As per clause 28(7) of the constitution, Branches are required to forward an unconfirmed copy of the minutes of their general meetings and their financial report;

ii. The minutes should comply with the format and standard depicted in Appendix ...;

iii. Adherence to the reporting requirements ensures the Branch executive are covered by the Directors and Office Bearers Liability Insurance;

d. Meeting structure

i. The conduct of a meeting will conform in principle with the preferred agenda .NSAA(Qld)Inc A Guide to Meeting Rules and Procedures November 2014)

e. Committee Membership

i. The State Administration Officer will be an Ex-Officio member of the State Executive;

ii. In addition, but not limited to, additional positions on the SMC of Assistant Secretary, Administration Manager, Media Officer, Editor Nasho News, Assistant Editor Nasho News, State Membership Officer, Minute Secretary, Assistant Treasurer, Merchandise Officer, State Welfare Officer' and State Padre/Chaplain may be elected or appointed.

iii. The Management Committee will maintain a file of Duty Statements and the Secretary will ensure that a copy of the Duty Statement is issued to each Officer at the time of their election or appointment. A copy *NSAA (Qld) Inc A Guide to Meeting Rules and Procedures November 2014)* will be provided to each member of the Committee.

f. **Accountability of the Management Committee** Clause 17(9)

i. One of the advantages of being incorporated is that personal liability is limited. However, management committee members still have a duty to the incorporated association. This means they may be held accountable if they:

- deliberately fail to act in the best interests of the incorporated association
- abuse their powers as committee members
- fail to avoid conflict of interests
- fail to exercise due care, skill and diligence.

ii. If a management committee does not fulfil its reporting requirements, OFT may issue a show cause notice asking the incorporated association to provide reasons why its registration should not be cancelled.

iii The management committee is responsible for managing the affairs of an incorporated association and has several responsibilities under law. An incorporated association management committee must:

- control the business and operations of the incorporated association
- ensure the incorporated association complies with its rules on calling and holding meetings
- ensure minutes of all committee and general meetings are kept
- ensure an appropriate secretary is elected or appointed
- ensure a copy of the incorporated association's rules is available to all members
- keep public liability insurance current, if the incorporated association is required to hold any
- have a nominated address for documents to be served (this must be a physical address, not a Post Office Box)
- register land or interests in land gained by the association because of its incorporation
- ensure the incorporated association's name appears on the common seal
- ensure the incorporated association's full name appears on all official documents such as advertising, business letters, accounts, official notices, publications, cheques and receipts
- notify OFT within one month of changes of office bearers (president, treasurer or secretary), the incorporated association's postal address or the secretary's residential address
- ensure proper accounting records are kept which correctly record and explain the transactions of the incorporated association and its financial position
- ensure the association's financial affairs are audited or verified annually
- ensure an AGM is held each year within six months of the end of the incorporated association's financial year
- ensure the audited or verified financial statements of the accounts of the incorporated association are submitted to members at the AGM
- lodge an annual return using the form your incorporated association is sent by OFT.

In addition, members of the committee should:

- be aware of the duties of the secretary and ensure they are properly carried out
- use reasonable care and skill in the performance of their duties;
- act in good faith;
- advise the committee of any conflict that may arise between their own interests and the interests of the incorporated association (e.g. advise if any incorporated association activities might result in a financial gain to themselves)
- ensure any documents addressed to the incorporated association are brought to the attention of the committee as soon as practicable after receipt
- ensure documents provided to OFT or submitted to members do not contain or omit anything that make them false or misleading.

Iv The rules of the incorporated association may set out additional obligations and specific restrictions on the power of the committee. As a result, each member of the committee should be familiar with the incorporated association's rules and any obligation under those rules.

g. **Policies and Decisions**

i. Policies and decisions developed by State or Branch Management Committees will be recorded and made available to members on request;

g. State Liaison Officers

i. The SMC will appoint State Liaison Officers from within the SMC, each with an allocation of Branches, and whose role will include -

a) regular interaction with the Branch(es) allocated to them;
b) representation to the SMC of any issues on behalf of a Branch ;

c) Dissemination and explanation of policies and decisions determined by the SMC;

h. Election of Officers

ii. Elections of Officers will be conducted in conjunction with the Annual General Meeting;

iii. The positions of the State Executive (President, Vice President, Secretary and Treasurer) will, if contested, be decided by a postal ballot, incorporating the following procedure -

a) The Secretary will compile a list of nominated members showing the positions on the SMC for which they are candidates and will append the nominated members' curricula vitae to such list, all of which will be distributed by the most appropriate means so that it will be in the hands of members no later than one (1) month prior to the AGM;

b) The Returning Officer will initial all ballot papers;

c) The Membership Officer will provide to the Returning Officer address labels for financial members as at 31st December of previous year;

d) Financial members will be provided via the Nasho News a ballot paper; reply paid envelope and a blank envelope.

e) The reply paid envelopes will make provision for the member to record his name and service number on the rear of the envelope .Members must provide this information for the vote to be considered valid.

f) Members place their ballot paper inside the blank envelope and then insert the envelope inside the reply paid envelope.

g) Completed postal ballot papers must be returned by members to the Secretary no later than one (1) week prior to the AGM or the proposed closing date

h) Postal ballots received after the nominated closing date will only be considered eligible for receipt providing they are postmarked no later than the nominated closing date for the receipt of ballot papers. Hand delivered ballot papers will not be valid if delivered after the closing date;

i) *Ballot papers shall be held at the Post Office until collected by the returning officer on the day of count.*

j) *The* Secretary will provide the Returning Officer with a current list of members eligible to vote obtained from the membership officer;

k) The Secretary will forward all returned envelopes containing ballot papers to the Returning Officer unopened;

l) The Returning Officer, in consultation with the scrutineers, will validate or discard the ballot papers as appropriate in accordance with the current list of financial members;

m) The Returning Officer will conduct the count of votes and announce the outcome at the AGM.

n) The Returning Officer's decision will be final with no appeal process

iv. All other positions will be determined at the Annual General Meeting by a vote of those present, including proxies.

a) The method of voting will be determined by a motion from the floor and agreed to by a majority vote of members present;

b) Unattached members may forward their choice(s) to the Returning Officer who will act as their proxy

c) In the case of a tied vote the name drawn from a suitable receptacle by the Padre in the presence of the AGM will be declared elected.

iii. A contested Branch Election of Officers may be conducted by either a show or hands or a secret ballot, as decided by a majority of members present;

i. Auxiliary Committees

i. Under the Constitution all Branches are sub-committees of the SMC
ii. All Auxiliary Committees to a Branch are subject to the direction of the Branch Management Committee.
iii. A member of the Branch Committee shall be appointed to the committee managing the Auxiliary Committee and shall be a signatory to all Auxiliary Committee cheques.
iv. All funds raised by an Auxiliary Committee must be used for the support of the Branch; all expenditure by an Auxiliary Committee must be approved by the Branch Management Committee and the Auxiliary Committee must furnish an annual report and financial statement to the Branch Committee.
v. Unless approved by the SMC, a couple, whether married or partners, will not be joint signatories to Auxiliary cheques.

Part 5. Management of Branches Clause 28.

a. **Amalgamation of Branches**.Clause 28(11)

i. If amalgamation is approved and agreed by the host Branch, all memberships, monies, debts and assets will be transferred to the host Branch;
ii. The name of the host Branch may be changed to reflect the extended membership if agreed by not less than75% of members of the amalgamated Branches present at a Special General Meeting convened to manage the amalgamation.

b. Incorporation of Branches Clause 28(12)

i. Branches intending to incorporate require a Special Motion passed by the Branch before written application is made to the SMC.
ii. SMC will provide a copy of the NSAA Branch Model Rules to the Branch;
iii. Branch adopts NSAA Branch Model Rules and lodges application with Office of Fair Trading;
iv. Branch advises SMC of the Incorporation Number;
v. Branch transfers funds to Accounts in name of Incorporated Body;
vi. The Branch provides copies of annual financial statement to SMC.

Part 7: Common Seal and Documents

A Register shall be kept to record all uses of the Common Seal. The Register shall record:

i. Date seal used
ii. Details of document seal affixed to
iii. Date of meeting approving use of seal
iv. Names of Officers certifying seal

Part 8: Monies and Accounts

a. Funds and Accounts

i. For each Sub-Committee, a Statement of Income and Expenditure, Assets and Liabilities and Statement of all mortgages, charges and securities affecting the property of the Sub Committee, will be audited (or certified) within five (5) weeks of the close of the financial year for Sub Committees (31st December). A copy of these audited (or certified) accounts will be forwarded to the SMC before 11th March in each year.

ii. Branches not involved in the selling of Welfare Merchandise or receiving Welfare Donations are exempt from the audit requirements but will submit a statement certifying the accuracy of their accounts signed by the President and one other member of their Management Committee.

iii. The SMC in its absolute discretion may, at any time, cause an audit of the books and affairs of the Branch.

vii. All Sub Committees of the SMC will be required to close their financial year on 31st December in each year.

viii. Annual audited financial reports must show how and where income was received and allocated as well as how funds were expended and from which fund (general or welfare) accounts were paid.

ix. All monies received for a function, trip or similar from a member or from the public must be receipted.

b. **Fund Raising**:

i. The SMC and Branches may conduct such fund raising activities as considered appropriate, providing -

a) The dignity and integrity of the Association is not compromised by the activity;
b) Funds raised are used only to meet the objects of the Association;
c) Proper accounting procedures are adhered to.

c. **Re-imbursement of Expenses**:

i. Monies expended in the management of Association activities will be reimbursed according to the following -

a) **Travel and Accommodation :** Proposed expenses including travel, accommodation, meals and so on must be submitted in advance in writing by post, fax or email for approval to the SMC or the State Executive between meetings of the SMC. Applications for approval should be accompanied by a conference or meeting notice and agenda, travel itinerary and reasonable estimate of costs.
b) **Air** Bookings: SMC Members should travel in economy class. Members booking their own air fares should tick the provision for insurance should the fare have to be cancelled.
c) **Equipment and Other Purchases:** The purchase or ordering of equipment, computer supplies, stationery, merchandise and the like must be submitted in writing for approval in advance. The submission must include the details of the proposed purchase or order and the cost.
d) **Services:** The purchase, engaging or provision of services must be submitted to the SMC in writing and approved in advance with details of the service(s) being sought and realistic estimates of immediate and ongoing costs.
e) **Tolls and Fuel**: SMC members may claim for tolls in travel claims. They also may claim for reimbursement of fuel costs to and from meetings at State HQ of $50 per quarter upon production of petrol dockets.
f) **Emergencies :** In an emergency, the State President or Treasurer have

power to approve any of the above provisions verbally or in writing.

g) All claims must be accompanied by proof of expenditure including air, rail or bus booking forms, tickets, receipts and dockets .

d. **Welfare Funds** (refer memo 05 October 2011):

i. Legitimate expenditure from the welfare account primarily includes -

a) Expenditure or assistance in kind to a national serviceman or his family in need or suffering hardship due to health, financial or other reasons;
b) Assistance to pay for medical treatment or funerals;
c) Assistance towards the provision of aids such as walking frames, mobility scooters, blood pressure meters, diabetes testing kits and the like;
d) Transport to and from medical centres;
e) Transport to and from Branch meetings;
f) Payment of annual NSAA membership subscription;
g) Scholarships and similar to the children or grandchildren of a National Serviceman;
h) The cost of materials in educational programs in schools;
i) Assistance to members during and after disasters including floods, fires and cyclones. This can be in cash or kind;

ii. Welfare funds may also be accessed for -

a) Gifts to community organisations, including hospitals;
b) To subsidise to an appropriate extent, activities that contribute to the mental well being of members, including
- Organised Dinners
- Excursions
- Functions recognising the work of volunteers;

iii. Emergency Fund Guidelines.

a) This fund is designed to allow the Association to provide immediate assistance to those affected by the emergency, and also through the provision of counselling and other support services necessary for the assistance of rehabilitation of members so affected;
b) The processes for the management of and access to the Fund is as contained in the Procedures Manual extract of 14 October 2010.

iv. Assistance from the State Welfare Contingency Fund.

a) Assistance from this fund is available to financial members incurring injury whilst the member is travelling to or from, or attending, an official Association activity.
b) Provisions are as contained in the procedures manual extract of 15 March 2005.

v. National Disaster Fund.

a) Designed to provide assistance to disaster affected members throughout Australia. Arrangements with National Council circa May/June 2010 apply .

PART 10; WINDING UP OFTHE ASSOCIATION. Clause 33

In the event of the Association being wound–up for any reason the following, in determining

the distribution of funds, shall be taken to account:

INCORPORATED BRANCHES:

i. will be advised to lodge amendments to their Constitution deleting reference to State body;
ii. will present an audited financial statement to State body;
iii. funds initially distributed to the incorporated Branch would be the total funds held by the Branch
iv. if there is a surplus of State Funds, the incorporated Branch may benefit from any further distributions;
v. if there is a deficit in State Funds, the incorporated Branch will contribute to the deficit in proportion of their Eligible Members to State Eligible Members

UNINCORPORATED BRANCHES:

i. will present an audited statement to the State body
ii. if the Branch does not want to incorporate, they may amalgamate with an adjoining Branch;
iii. if the Branch does not amalgamate then they should surrender their Charter and forward all funds to the State body;
iv. the Branch may make recommendations to the State body of distribution of funds within their area of responsibility to approved 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 among its or their Members

STATE BODY:

i. A meeting of the Eligible members of the State Body will determine the distribution of surplus funds to approved organisations.
ii. The State Body will lodge final audited statement to Office of fair Trading together with a list of amounts distributed to approved organisations.

Appendix A AUTHORISED FORMS

(Copies of Authorised Forms should be downloaded from Web Site)

The following forms are to be used in the administration of the Association. Only those forms authorised by the SMC shall be used. Forms listed on Appendix A hereto.

FORMS	USE
Application for Membership	To be completed by applicant and accompanied by proof of service (except Supporters) and subscription;
Application for Life Subscribed Membership (Ordinary and Associate members)	Payment of a fee as determined from time to time by SMC and providing membership for life;
Membership Annual Renewal	To be completed annually and accompanied by annual subscription
Application for Supporter Life Subscribed Membership	Payment of a fee as determined from time to time by SMC and providing membership for life
Sighted Anniversary of National Service Medal	May accompany applications where no other proof of service is available
Application for Statement of Service	For applicants wishing to access service records from Defence records
Record name on NSAA Inc. Nominal Roll	Record name on NSAA Inc. Nominal Roll. A fee applies
Change of Particulars	To provide updated information when a member's personal particulars change
Application for the Australian Defence Medal (Certification of Documents)	For eligible members to apply for an Australian Defence Force Medal
Application for the Australian Defence Medal (Statutory Declarartion)	For applicants unable to provide proof of service
Application Concerning the Posthumous Issue of the Australian Defence Medal	For use by the family of deceased members wishing to obtain the medal
Application for the Anniversary of National Service Medal	For eligible members to apply for the Anniversary of National Service Medal
Application Concerning the Posthumous Issue of the National Service Anniversary Medal	For use by the family of deceased members wishing to obtain the National Service Anniversary Medal
Meritorious Service Award	To recognise exemplary service by a member
Expense Reimbursement	To be completed and submitted for approval to recover expenses incurred whilst engaged in Association business. Must be accompanied by receipt(s);
Claim for Assistance from Welfare General Contingency	For members experiencing hardship and applying for assistance
Funeral Planning Request	For members wishing to have Association involvement in their burial service
Nomination Form - State Management Committee Elections	For members wishing to nominate for an SMC position;
Nomination Form - Branch Elections	For members wishing to nominate for a position on their Branch Management Committee
Proxy Voting Form (multiple)	To be used at Branch level when a number of members wish to appoint a member as their proxy.
Fund-Raising Stall Accounting Form	For the reconciliation of takings during fund raising activities
Registration Form	To register for insurance purposes the attendance of members at Association activities;
Assets Register	To maintain a record of equipment and assets

Appendix B DUTIES OF OFFICE BEARERS

President:

i. He is the CEO of the Organisation and must be aware of this at all times.
ii. He must make sure that he does not make any statements contrary to the policies of the Association.
iii. He should at all times make every Member welcome.
iv. He should at all times try and use the abilities of the each Member to the benefit of the Organisation
v. He should try and keep harmony among the Members and be quite unbiased in all his actions.
vi. If an officer of the Association is not doing and efficient job, the President should have a private talk with the person concerned in an effort to improve the officer's efficiency, before taking public action.
vii. He should, with the Secretary, prepare an Agenda for every meeting.
viii. He has control of the meeting and should keep control and order at all times.
ix. He must be unbiased when selecting members to speak on motions and amendments.
x. He must be clear and firm on all rulings, and make sure that each speaker is allowed to speak without interruption except for points of order.
xi. He has the right to bring any discussion on any business to a close but he should make sure that the business being discussed has been adequately debates before doing so.
xii. He must at all times have a cordial working relationship with other members of the Committee and always endeavor to foster the same cordial relationship throughout the organization.

Secretary:

i. He must before taking office realized that he is the backbone of the organization and most of the work will fall on him, so he has to be prepared to shoulder a lot of the necessary work load.
ii. He should before every meeting, consult with the President and set out the agenda for the meeting.
iii. He should check the minutes of the last meeting for items for business arising.
iv. He should collect mail and forward it on to the correct officer, if necessary
v. He must record all incoming mail.
vi. He should register all incoming mail for quick reference at meeting.
vii. He should list items for general business by number for quick reference.

At The Meeting:

i. He should circulate the attendance book.
ii. He should have with him all necessary books, i.e. Constitution; By-Laws; Members' Register; Minute Book etc.
iii. He should make sure that there is a quorum before the meeting starts, and throughout the meeting he should make sure there remains a quorum informing the chairman immediately if the numbers fall below that required.
iv. He reads the minutes of the last meeting and all correspondence.
v. He notes the meeting decision on each item of business arising from the minutes and the correspondence.
vi. He must record all decisions of the meeting on every motion and amendment regardless if carried or lost or withdrawn
vii. He should take whatever notes are necessary for him to compile a true record of the meeting.
viii. He should record the name of each speaker on every motion and amendment to help the chairman during the debate.

After the Meeting:

i. He should write up the minutes as soon as possible.
ii. He should not under any circumstances let the minute book out of his possession.

iii. He should write all letters as directed by the meeting.
iv. He should keep a register of all inward and outward correspondence and file all copies of correspondence.
v. He should keep the membership list up to date at all times.
vi. He is responsible for sending out notice of any special meetings that are called and for seeing that any notice of motion is sent out to the membership for their information.
vii. He has to carry out every instruction from the committee or general meeting.
viii. He must keep the President informed on any matter requiring urgent attention, and be prepared to act with the President on these matters, if necessary.
ix. He should cooperate with the President at all times and help foster cordial relationships with all members.

Treasurer:

i. He must keep a record of all monies received and expended.
ii. He should also keep a cash book.
iii. He receives member's subscriptions and all other monies due to the organization.
iv. He banks all monies received and files bank statements. All monies should be banked as soon as possible after collection.
v. He makes out all cheques to pay accounts that have been passed for payment and obtains the necessary signatures as laid down in the constitution.
vi. If an account requires immediate payment, he may pay but must make sure that he get the payment endorsed at the next meeting the matter endorsed at the next meeting.
vii. If a receipt has not been obtained for any payment, he must bring the matter to the attention of the next meeting and have the payment endorsed in place of a receipt so that there is a record to give to the auditor.
viii. At each meeting he must present a financial report for the period from the last meeting to the date of this meeting, giving receipts and expenditure, also present showing the balance in hand.
ix. He should also table accounts for payment.
x. He should then move the adoption of his report and for authority to pay accounts tables.
xi. The Treasurer and Secretary should have a close and cordial relationship and both should have a close and cordial relationship with the President, as the three officers are charged with the day to day running of the organization, and this is necessary for them to respect each other.

Vice-President:

i. He is the President's Deputy and takes over the duties of President in the President's absence.
ii. He should at all times assist the President in the smooth running of the Association or Branch.
iii. He should represent the Association or Branch at the request of the President or management committee.

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ADMINISTRATION

AWARDS:

Each year there are five awards made to branches or individuals. Three awards are membership related and two are for outstanding contribution to the Association The awards are: .

The **John Seymour Memorial Shield** is awarded to the Branch that has achieved the best membership retention over the past year. John Seymour (Vietnam veteran) was a former Membership Officer and a tireless worker for the Association when it was growing in 1997-99. The awardee is determined by the Membership Officer and the award and certificate are presented at the AGM.

The **Dennis Connon Award** is for the Branch that achieved the largest % membership increase for the past year. Dennis Condon who died in 2004 was a NSAA founder and its first Treasurer in November 1987. The awardee is determined by the Membership Officer and the award and certificate are presented at the AGM.

The **Barry Vicary Memorial Shield** recognises the Branch that achieved the highest numerical increase in membership over the past year. The award is in memory of Barry Vicary (died 1991) who was a NSAA founding member and its first President in November 1987. The awardee is determined by the Membership Officer and the award and certificate are presented at AGM
Rowland Williams Memorial Trophy – This is awarded for the dedicated service, achievement and most outstanding contribution to the Association for the year by a Nasho or next of kin. The award is a 1972, 15 inch long Naval shell and was the last fired in the Vietnam War by an Australian ship, ***HMAS BRISBANE*** which is now a diver's wreck off Caloundra. The trophy was presented by Mrs Ruth Williams in memory of her husband, Rowland Williams, one of the Association earlier foundation members. The Perpetual Shell remains on display at the Bunker and winner keeps a suitably inscribed individual plaque. Winner determined By State President and presented at the AGM.

The **Peter Ryan Award** is for outstanding work by a Branch during the year by promoting the Association including publicity and dedication. Peter Ryan was and the State President from 1994-97 and a Life Member
The awardee is determined by the State President

In addition to the Rowland Williams Award, other individual recognition for service are:-

Life Membership.

(a) The award is based on meritorious service for the benefit of the State Membership.
(b) The SMC consider a member for Life Membership on the citation prepared by a Branch or the SMC.
(c) The SMC will advised the member of the nomination.
(d) The member has the right to refuse the nomination.
(e) If nomination is accepted, the SMC will put nomination to a General Meeting of the Association

Meritorious Service

(a) The award is based on meritorious service by a member for the benefit of members of the Branch.
(b) The Branch applies to SMC for issue of Meritorious Service Award.
(c) SMC provides Certificate and For Service Badge.
(d) Branch makes members Life Subscribed Member

Honorary Member:

(a) Nomination must have approval of SMC
(b) Written approval of nominee:

(c) Approved by two-thirds or more of Eligible Members at a General Meeting;

WEARING MEDALS

(i) The only medals and awards that will be worn by members and supporters at NSAA (Q) Inc. activities are those that have been received via the Australian Honours System.

(ii) Only the original medal recipient is entitled to wear medals on the left, above the heart.

(iii) Relatives' medals may be worn on the right.

(iv) Medals that have been purchased or otherwise acquired will not be worn.

(v) Correspondence from Hon. B Billson, Minister for Veteran Affairs, 17 Sept 07 applies or refer Websites –www.defence.gov.au/medals and www.dva.gov.au

INSURANCE:

(i) The Association will take out insurance for
   a. Volunteer Protection; and
   b. Directors' and Officers' Liability.

(ii) The Association's management should be familiar with the provisions of the "Volunteer Protection Act" and its coverage and limitations.

(iii) Branches involved in merchandise marketing are to be provided with a Certificate of Currency as soon as negotiations with the Insurance Broker have been concluded.

DRESS

(i) It is recommended that Preferred Dress be worn by members at NSAA activities;

(ii) Preferred Dress is Grey trousers; Blue Shirt; Nasho Tie; Slouch Hat or Beret, Black Shoes; Blazer optional

(iii) Dress apparel produced for special events (eg state conferences) and bearing the NSAA (Q) Inc. logo or insignia must first be approved by the SMC.

(iv) All members of the SMC will wear appropriate uniform when representing the Association.

FUNERAL PROCEDURES

As per NSAA (Q) Inc. instructions ver.0609

STATE LIAISION OFFICERS

I. After each State AGM the SMC will appoint members of the SMC as State Liaison Officers (SLO);

II. Each SLO will be responsible to liaise with one or more branches, as delegated;

Ill. The SLO will be responsible to -
   a) ensure their respective Branches are kept informed of current state level issues;
   b) to resolve concerns that are within their levels of authority; and
   c) to present the concerns and recommendations of Branches at SMC meetings

SMC EXPENSES CLAIMS

Guidelines for reimbursement of Expense Claims by SMC Members attending or representing the NSAA at official conferences, meetings Commemorations etc:

- FARES: Return, air, train or bus economy fares. In lieu of fares a mileage allowance as determined by the SMC may be paid;
- Taxi or shuttle buses from airports, railway stations and bus stations or pick-up points;
- Airport short or long term parking in lieu of taxi fares;

- Tolls, parking, entrance or booking charges;
- Accommodation including caravan and camping sites;
- Registration, booking and similar fees at official conferences and meetings for members and their partners;
- Meals on official business for members and partners;
- Entertainment on official business;
- Incidentals on official business e.g. printing, stationery, computer requisites, etc;
- Members may apply for advances for approved expenses;
- All claims must be accompanied by proof of expenditure including air, rail, or bus booking forms, tickets, receipts, dockets.
- Only expenditure actually incurred may be claimed.

ACCOMMODATION:

As a general rule, the Association would expect SMC members to stay I accommodation of a reasonable standard. Members are not expected to stay in run down or poor accommodation. Three and four stars is an acceptable standard except where this is not possible or all other delegates are booked into one hotel, motel or units.

APPROVAL OF GENERAL EXPENSES:

Travel and Accommodation: Proposed expenses including travel, accommodation, meals and so on must be submitted in advance in writing by post or email or approval to the SMC or the State Executive between meetings of the SMC. Applications for approval should be accompanied by a conference or meeting notice and agenda, travel itinerary and estimate of costs.

Air Bookings: SMC members should travel economy class. Members booking their own fare should tick the provision for insurance should the fare have to be cancelled.

Equipment and Other Purchases: The purchase or ordering of equipment, computer supplies, stationery, merchandise and the like must be submitted in writing for approval in advance. The submission must include the proposed purchase or order and the cost.

Services: The purchase, engaging or provision of services must be submitted to the SMC in writing and approved in advance with details of the service(s) being sought and a reasonable estimate of the immediate or on-going costs.

Tolls and Fuels: SMC members may claim for tolls in travel claims. They may also claim for reimbursement of fuel costs to and from meetings at State Headquarters and Wacol of $50 per quarter.

Emergencies: The State President or Treasurer has the power to approve any of the above provisions verbally or in writing in an emergency.