

# Constitution

The Queensland Royal Australian Electrical and Mechanical Engineering Corps Association – Queensland Region (Hereinafter called ‘the RAEME Association – QLD’ or ‘the Association’), shall be established in accordance with the terms of the Constitution herein set out.

## Authorisation:

The RAEME Association - QLD, a non-incorporated body, is established under the authority of the national RAEME Corps Committee, by the Head of Corps organization and at the direction of the Head of Corps.

## Role:

The role of the Association is to provide leadership to and a focal point for the many RAEME Associations in Queensland that promote and recognize the Corps and its achievements, or organize activities, in Queensland. The goals of the Association, under the leadership of the Colonel Commandant – Queensland Region, as patron, and a member of the Executive Committee of the Association, and in accordance with the Association’s Strategic Plan, are to:

- a. promote the Corps’ identity and reputation in Queensland,
- b. recognize and celebrate the achievements of the members of the Corps in Queensland; and
- c. provide a focal point for Corps activities in Queensland

## Responsibilities:

The Association is responsible for:

- a. advising the national RAEME Corps Committee, through the COL COMDT-QLD Region, on matters affecting the general well being, Esprit-De-Corps and such activities which support the development of traditions and reputation of the Corps;
- b. organizing agreed activities and promoting all Corps activities and celebrations in QLD;
- c. ensuring Corps relics and artifacts that may reside in Queensland are cared for and passed to the Head of Corps organization in Bandiana when no longer required in Queensland
- d. management of Corps funds held in QLD for local and national use; and
- e. maintaining membership of the Association and close links with military units, current Corps members and retired members in Queensland.

## Composition:

The Association is comprised of individuals who from time to time occupy the office or appointments subtended below:

- a. Patron. The current Colonel Commandant – Queensland Region.
- b. Chairperson. Any financial member of the RAEME Association - Queensland, who is elected at the biennial Annual General Meeting (AGM);
- c. Deputy Chairperson. Any financial member, who is also elected at the biennial AGM, and who is appointed to deputize in the absence of the Chairman, to chair

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general and committee meetings;

d. Senior RAEME Representatives (SRR). The most senior serving RAEME Officers, appointed to the position by the HOC in the Brisbane Region, the Darling Downs Area and the Townsville Area as appointed by the HOC;

e. Treasurer. Any financial member, who is also elected at the biennial AGM, and is appointed to the Executive Committee.

f. Secretary. Any financial member, who is also elected at the biennial AGM, and is appointed to the Executive Committee.

g. Executive Committee. Any financial member of the Association who volunteers and is deemed acceptable to the majority of the executive committee. These following positions will be filled when as required:

Patron;

Chairperson;

Deputy Chairperson;

Secretary;

Deputy Secretary;

Treasurer;

Deputy Treasurer;

Chairman of the Communications Committee;

Chairman of the Membership Committee;

Chairman of the Activity Organising Committee;

Chairman of the Promotions and Sales Committee; and

Chairman of the Awards Selection Committee;

h. Communications Committee – Consists of:

Chairperson:

Members: Four ordinary members

i. Membership Committee - Consists of:

Chairperson:

Members: Four ordinary members

j. Activity Organising Committee - Consists of:

ANZAC DAY Organizer

WOs and SNCOs Functions

Officers' Functions

Ex-apprentice Functions

Gold Coast Functions

Sunshine Coast Functions

Army Reserve Functions

WOs & SNCOs Association, Townsville

Unit Functions:

17 Construction Squadron Workshops

161 recce Sqn Association

102 Fd Wksp

104 Fd Wksp

106 Fd Wksp

k. Promotion & Sales Committee

Chairperson - Consists of:

Members: Four ordinary members

l. Selection Committee:

Chairperson - Consists of:

COL COMDT – Queensland Region

Members: The three SRR and selected members RAEME full and part time units in Queensland.

m. RAEME Association – North Queensland Sub-Branch

Chairperson:

Secretary:

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- Treasurer:
- Social Member:
- ARes Member:
- Website Manager:
- Committee Members: Six ordinary members.
- n. RAEME Association – Darling Downs Area - TBA
  - Chairperson:
  - Secretary:
  - Treasurer:
  - Social Member:
  - ARes Member:
  - Website Manager:
  - Committee Members: Six ordinary members.

## Membership of the Association

The Association has three levels of membership

- a. Full subscription. A person who is a financial member and renews their membership annually or has paid for a life subscription.
- b. Affiliate Member: A person who is a non-financial member or the partner of a full member.

## Meetings

General Meetings. The Association shall conduct general meetings at least once every calendar month on the first Monday of the month, unless otherwise notified, at a place designated by the Chairman over the period February to December each year. Any member of the Association may attend these meetings.

Special Meetings. Special Meetings may be held, as deemed necessary by at least two-thirds of the Association Committee.

Annual General Meetings. An Annual General Meeting is to be held within three weeks of the close of a financial year, or as directed by the Executive Committee.

Notice of Meetings. At least seven (7) days notice of a monthly General Meeting, and 14 days for an annual General Meeting, is to be given by the Secretary as follows:

- a. General Meetings – Association Committee all full members at their normal mailing or e-mailing address or on the current website; and
- b. Annual and Special Meetings – Association Committee and all categories of membership.

## Record of Proceedings

A record of the proceedings of the meeting is to be kept by the Secretary and posted on the current website or made available on request from any full member.

### Voting

Only full members who attend the monthly meetings have voting rights and a motion

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shall be carried by majority vote. In the event of a tied motion, the Chairman shall have the casting vote.

## **Quorum**

A quorum will comprise the Chairman, or in his absence the Deputy Chairman, or the Senior RAEME Representative, and four other members of the Committee.  
Sub Committees

Sub-Committees may be established by the Association to deal with general or specific domestic matters. The Association executive will determine the composition and powers of the sub-committees.

## **Financial Management**

Accounting rules to be followed are those laid down in the Manual of Personnel Administration, Volume 3, Chapters 1, 3 and 5.

A bank account is to be established. The account is to be operated by two co-signatories, acting jointly, one of whom will be the Treasurer, and other being a member of the Executive Committee appointed by the Chairman.

The Treasurer is to prepare a financial statement as at 30 Apr each year. This statement is to be submitted for audit and forwarded to the Chairman, together with the auditors report, by the 31 May each year, for presentation to the AGM for ratification.

The Financial Statement is to be presented for consideration at the following Association meeting.

## **Auditors**

Auditors are to be appointed by Chairman

## **Expenditure:**

All expenditure is to be ratified by the Executive Committee in relation to each item to be purchased.

Unforecast expenditure for purposes consistent with the role of the Association may be necessary between Association meetings. The Chairman and Secretary are authorized to incur up to \$250 for any one transaction, without Executive Committee approval.

Full details of any such expenditure are to be forwarded to the Treasurer when seeking payment.

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## **Expenditure is not to be incurred:**

- a. on articles of equipment, furniture or clothing which are within authorised scales of issue;
- b. in aid of any religious or philanthropic organisation; or
- c. for any purpose not directly related to Corps matters.

## **Revenue:**

The Association is authorized to gather revenue from the following sources:

- a. Membership subscriptions;
- b. Interest from invested finds;
- c. Profits from activities agreed to and organized by or on behalf of the Association;
- d. Merchandising of agreed products representing the Association;
- e. donations made by Corps units, messes and individuals;
- f. Corps functions; and
- g. retention of 20% of voluntary subscriptions or Art Union monies collected by the Association as agents for the Corps Fund.

## **Ownership of Property and Monies:**

The Association owns no property but may hold some in trust until it is delivered to the Corps Museum. Monies are to be managed by the Committee as outlined elsewhere in this document.

## **Amendments to Constitution:**

No amendment to the Constitution shall be made unless:

- a. the resolution to amend the Constitution is passed by 8 members present at the validly convened AGM of the Association; and
- b. the amendment is approved in writing by the Colonel Commandant – Queensland Region (COL COMDT – QLD Region).

## **Disposal of Assets on Disbandment:**

In the case of disbandment of the Association any moneys and property remaining or in the care of the Association, after payment of all expenses and other liabilities, shall be disposed of to the national RAEME Corps Committee or as directed by the REP COL COMDT.