



RAEME ASSOCIATION QUEENSLAND

CONSTITUTION

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

Authorisation:

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

Role:

2. The role of the Association is to provide leadership to and a focal point for the many RAEME Associations in Queensland that promote and recognise the Corps and its achievements, or organise 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, are detailed in the Association’s Strategic Plan. In summary they are as follows:

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

Responsibilities:

3. 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, Espirit-De-Corps and such activities which support the development of traditions and reputation of the Corps;
- b. organising agreed activities and promoting all Corps activities and celebrations in Queensland;
- c. ensuring Corps relics and artefacts that may reside in Queensland are cared for and passed to the Head of Corps organisation in Bandiana when no longer required in Queensland
- d. management of Corps funds held in Queensland 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:

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

- a. **Patron.** Any financial member of high standing within the Corps as determined and appointed by the Association Executive from time to time. The incumbent's tenure is for a two year period however may be extended;
- 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 deputise in the absence of the Chairman, to chair 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, Amberley 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 representatives who organise:
ANZAC DAY
WOs and SNCOs Functions
Annual RAEME Officers Dinner
Ex-apprentice Functions
Gold Coast Functions
Sunshine Coast Functions
Army Reserve Functions
Officers, WOs & SNCOs functions in Townsville
Unit Functions:
❖ 17 Construction Squadron Workshops
❖ 161 recce Sqn Association
❖ 101 Fd Wksp
❖ 102 Fd Wksp
❖ 104 Fd Wskp
❖ 106 Fd Wksp
- k. **Promotion & Sales Committee** - Consists of
Chairperson
Members: Four ordinary members
- l. **RAEME Award Selection Committee** - Consists of:
Chairperson:
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

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

5. 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 and spouse/ partner of a full member.
- c. **Affiliate RAEME and Other Organisations.** Any RAEME Association or other group may be affiliated to the RAEME Association Queensland upon receipt of written application and subsequent approval by the Committee. If appropriate, and as determined by the Committee, a fee may be imposed for this type of membership. Approval of Affiliation of RAEME and Other Organisations does not confer or imply individual or financial membership for members of the approved Affiliate Organisation.

Meetings

6. **General Meetings.** The Association shall conduct general meetings at least once every calendar 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.
7. **Special Meetings.** Special Meetings may be held, as deemed necessary by at least two-thirds of the Association Executive Committee.
8. **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.
9. **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 at their normal mailing or e-mailing address or on the current website; and as published in the Association Minutes, and
 - b. Annual and Special Meetings – Association Committee and all financial members.

Record of Proceedings

10. 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 financial member.

Voting

11. Only financial members who attend the association meetings have voting rights and a motion shall be carried by majority vote. In the event of a tied motion, the Chairman shall have the casting vote.

Quorum

12. A quorum will comprise the Chairman, or in his absence the Deputy Chairman, Patron or the Senior RAEME Representative, and four other financial members of the Association.

Sub Committees

13. 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

14. Accounting rules to be followed are those laid down in the Manual of Personnel Administration, Volume 3, Chapters 1, 3 and 5.
15. 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.
16. 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.

17. The Treasurer is to prepare a monthly financial statement to be presented and ratified at the Monthly General Meeting

Auditors

18. Auditors are to be appointed by the Chairman.

Expenditure:

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

20. A sum not exceeding \$100 at any one time is to be allocated to the Chairman for minor administrative expenditures. The Chairman is to keep a record of this expenditure.

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

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

23. 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:

24. The Association is authorised to gather revenue from the following sources:

- a. Membership subscriptions;
- b. Interest from invested funds;
- c. Profits from activities agreed to and organised 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:

25. 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:

26. 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:

27. 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.