



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED
Incorporation No A04404
GPO Box 2072, Canberra ACT 2601
Patron: Lieutenant. General Ken J. Gillespie AO. DSC. CSM. Chief of Army

MINUTES OF ANNUAL GENERAL MEETING
GAZA RIDGE BARRACKS, BANDIANA SOUTH
SATURDAY 24th OCTOBER 2009

1. **ADDRESS OF WELCOME AND OPENING OF 2009 ANNUAL GENERAL MEETING:**

The Association President, Frank Poole, opened the 2009 Annual General Meeting at 14.30 Hrs. and welcomed those members and guests present.

2. **MEMBERS PRESENT: (18)**

Frank Poole	Russell Evans	Guests: Lynell Sargent
Jack Westernhagen	Ian Morris	Valma Bennett
Ray Wilson	Neil Bennett	Helen Wilson
Stanley Whitwell	Neil Churches	Maj. Graham Docksey
Gary Sargent	Ian Branch	(Army Museum Bandiana)
Jock McWhinney	Ian Laurie	
Craig Malcolm	Allan Gosterly	
Geoff Martin	Ian Branch	
Harry Cole	Charlie Myhill	

3. **APOLOGIES (100)**

Lt. Gen Ken Gillespie AO.DSC. CSM.	Ian McVie	Chips Carpenter
Jim Hislop	Norm Jagger	Lance Phillips
David Wilson	Walter Jones	Bruce McIlwrath
Rodney Whalley	John Maher	Dennis Edwards
Robert Royle	Kevin Graham	Trevor Steart
Bruce Reid	Pat English	Dennis Wignell
Geoff Burgess	Mike Walsh	Peter Algie
Peter Hawkridge	Wayne Lance	Terry Corcoran
Rita Whitwell	Dave George	John Noack
Geoff Spackman	Mike Muirhead	John Jaques
Bill Steele	Kevin Martin	Rodney Cox
Ned Harrison	Ian Cameron	Graham Poole
Bryan Nicholls	Glenn Jones	John Tomezok
Geoff Thwaites	Maxwell Farrow	Roy Parson
Mal Campbell	Buck Rogers	Rob Badenock
Ashley Cowling	Ebby Karl	Richard McKenzie
Maxwell Spence	Barry Minster	Alan Beer
Peter Clover	Peter Thornton	Robert Hunt
Fred Clapham	Graeme Clare	Ian Graham
Ken Osborne	Ron Maddign	Sid Cheeseman
John Skubis	Keith Lowe	Pat Marley
F Walsh	Glenn Dodds	Bryan Nicholls
Robert Reed	Robert Minato	Herb Elliott
Dallas Mulhall	Alan Meiklejohn	David Young
Kevin Bailey	Brian Cooper	Michael Kronk
Brian Daley	Colin Haynes	Herb Taylor

APOLOGIES - Cont.

Peter	Mayo	Bill	Jeffers	Garry	Luscombe
Ron	Walters	Ray	Darke	Malcolm	Botfield
Mike	O'Donnell	Michael	Farrar	Greg	Mulcahy
Ken	O'Bryan	Jeff	Heron	Alf	Richardson
Peter	Leslie	David	Walsh	Glenn	Dodds
Frank	Maloney	Dennis	Anspatch	Bill	Merton
Dennis	Curran	Alan	Bensley	David	Maddick

4. CONFIRMATION OF 2008 ANNUAL GENERAL MEETING MINUTES

Moved that the minutes of the 2008 AGM as posted on the web site be accepted.

Moved: Ian Morris Seconded: Jack Westernhagen CARRIED

5. REPORTS:

- a. President (Attachment 1)
- b. Vice President (Attachment 2)
- c. Secretary (Due to illness resulting in Barry Teal having to stand down as current Secretary no Report was tabled.)
- d. Treasurer (Attachment 3).
- e. Auditor (Attachment 4).
- f. Heritage Officer (Attachment 5).
- g. Welfare Officer (Attachment 6).
- h. Membership Secretary (Attachment 7).
- i. SPAASSM (Attachment 8).
- j. Apprentices Memorial Sub-Committee (Attachment 9).
- k. Association Management System. (Attachment 10).
- l. Web Master (Attachment 11).

6. CHANGES TO THE ARMY APPRENTICES ASSOCIATION Inc. CONSTITUTION

The Chairman advised the meeting that proposed changes to the Constitution had been posted on the Association's Website prior to the 2009 A.G.M. for perusal by members. See attachment 12 for amended Constitution.

Moved: Frank Poole. Seconded: Russell Evans that the proposed amendments be accepted.

CARRIED

7. PROPOSED AMENDMENT TO ELIGIBILITY OF ASSOCIATION ORDINARY MEMBERSHIP

Rule 6.a. Ordinary member:

To be amended to read:

"Any person who enlisted into the Australian Army, with the rank of Apprentice, who was allocated a Class Intake Number, attended the Army Apprentices Schools at

Balcombe or Bonegilla, or the Army College of TAFE at Bonegilla, and had not been discharged on Disciplinary Grounds would be eligible for membership.”

Moved: Frank Poole, Seconded: Craig Malcolm. CARRIED

8. ELECTION OF OFFICER BEARERS OF THE ASSOCIATION 2009 – 2011

- a. President – Frank Poole (Re-elected un-opposed)
- b. Secretary – Lucas McGann (Elected Un-opposed).
- c. Treasurer – Owen Reynolds (Elected Un-opposed)

9. ELECTION OF COMMITTEE MEMBERS 2009 – 2011

- a. Webmaster – Ian Morris (Elected Un-opposed).
- b. Heritage Officer – Geoff Martin (Elected Un-opposed).
- c. Events Manager – Frank Maloney (Elected Unopposed).
- d. Membership Secretary – Craig Malcolm (Confirmation of casual vacancy - Elected Un-opposed).
- e. Neil Churches - Committee Member
- f. Michael Farrer – Committee Member
- g. Bill Merton - Committee Member
- h. Jock McWhinney – Committee Member
- i. Tim Wilde -

There being no further Nominations, Nominations closed and the above named members were duly elected as Committee Members.

ACCLAMATION

9. GENERAL BUSINESS

b. A VOTE OF THANKS

The incoming Association President, Frank Poole, on behalf of the Army Apprentices Association Inc. conveyed to Maj. Graham Docksey a sincere vote of thanks for his continued support of our Association at the Gaza Ridge Barracks, Bandiana South, in particularly, the efforts of his Museum Staff, ex-Apprentices Volunteers Stanley Whitwell ex 7th Intake and Jim Hislop (ex 9th Intake) in maintaining and updating of the Army Apprentices School Display Wing of the Army Museum.

ACCLAMATION

10. CLOSURE OF 2009 ANNUAL GENERAL MEETING.

There being no further General Business, the Chairman closed the Annual General Meeting for 2009 at 15.20 pm.

Frank Poole
(Frank Poole)
AAAA President

Date:

Jack Westernhagen
(Jack Westernhagen)
AAAA Vice President
& Acting Minute Secretary

Date: 1st Nov 2009

ATTACHMENTS:

- 1. President Report
- 2. Vice President’s Report
- 3. Treasurer’s Report
- 4. Auditor’s Report,
- 5. Heritage Officer’s Report
- 6. Welfare Officer’s Report
- 7. Membership Secretary’s Report
- 8. SPAASSM Report
- 9. Apprentices Memorial Report
- 10. Association Management System Report
- 11. Web Master’s Report

AAAA PRESIDENT'S ANNUAL REPORT - 2009

GENERAL

These past few months seem to have found myself and many of the Committee inordinately busy and unfortunately the Association activities have suffered accordingly.

It has also been a period where many of the Committee have been under the weather, notable Vice President Jack Westernhagen with heart and respiratory problems, Secretary Barry Teal with severe heart problems resulting from a previous virus and from stress and our Patron Ken Gilliespie with Prostrate Cancer, which I am pleased to say was successfully operated on and Ken is now using his experience to urge regular check-ups and early treatment.

VALE

We have also lost some of our colleagues in this period:

'Bud' Abbott	6 th Intake C & J.
Tom Loundes	24 th Intake VM.
Trevor Eisentrager	10 th Intake F & T.
Greg Wharton	4 th Intake F & T.
Jack Fairweather	4 th Intake C & J
Frank Gardiner	6 th Intake VM
Kevin Williamson	2 nd Intake C & J (2 nd Recipient of the Governor-General's Medal)

REGIONAL ACTIVITIES

I am keen to get Regional Representatives to conduct a couple of Apprentice activities each year. I am looking for Regional Representatives for Tasmania, South Australia and SE Victoria.

MEMBERSHIP

Our major income is from Membership Fees and although we try to keep our spending down we still have commitments to meet. These include Insurances, Incorporation Fees, Administration Costs, Welfare and Seeding Funding for future events.

Membership peaked last year with the Albury 60th celebrations, but we are still chasing up renewal from some members and our current Financial Membership stands at about 370.

COMMITTEE

Unfortunately, sickness, family and business commitments have meant a number of our Committee have had to resign, that includes our Foundation Secretary Stephen Hladio, Foundation Treasurer Ray Wilson, our Foundation Web Master Rod Eagleton and Barry Teal Secretary.

ASSOCIATION INSURANCES

The Association has been able to cover the following regional and intake events under its Public Liability policy:

- Canberra Luncheon
- 10th Intake Reunion
- 12th Intake Reunion
- 27th Intake Reunion

Intakes considering running an event should ensure they notify the Association of date, location and anticipated numbers so that the event can be Minuted at a Committee Meeting as an endorsed Association event and so be covered by PL insurance.

Frank Poole Lt. Col (R) RAE(tn)

AAAA President

AAAA VICE PRESIDENT & MEMORABILIA MANAGER'S ANNUAL REPORT - 2009

Following the successful 60th AAS Anniversary & Reunion at Gaza Ridge Barracks, Bandiana South 24th-26th October 2008, sales of memorabilia items at this event and following proved to be very successful and financially supportive for the Association.

MEMORABILIA

There are a number of Army Apprentices School Internal Car Transfers, Army Apprentices Association Inc. internal Car Transfers, Association Grey/Blue Ties and Association Key Rings still available.

Unfortunately, due to a change with one of our Suppliers, certain items of Costume Jewellery and the Association Wall Plaques have had to be withdrawn from our Association Memorabilia Shop stocks until further notice.

Stocks of the 60th Anniversary & Reunion DVD are still available and will be on sale during the Week-End 24th/25th October 2009.

A small Memorabilia Sales Table will be available after the 2009 A.G.M. for interested Purchases.

J.L. Westerbagen

AAAA Vice President
& Merchandising Manager

AAAA TREASURER'S ANNUAL REPORT - 2009

**Australian Army Apprentices Association (Inc)
Financial Report for FY 2008/2009**

<u>Income</u>		<u>Expenditure</u>	
Membership subscriptions	14,170.00	Membership expenses	5,714.65
Reunion	70,964.48	Reunion expenses	95,189.45
SPAASSM donations	0.00	SPAASSM Expenditure	50.60
Memorial donations	28,673.00	Memorial Fund Expenditure	31,040.94
Memorabilia sales	13,133.15	Memorabilia purchases	13,917.80
Interest	3.50	Credit Card and Bank fees	568.94
	<u>\$126,944.13</u>		<u>146,482.38</u>

Financial Position as at 30 June 2009

Closing balance 30 June 2008	\$34,320.81
Income	\$126,944.13
Expenditure	<u>\$146,482.38</u>
Balance at Bank 30 June 2009	<u>\$14,782.56</u>
less unrepresented cheques (No's 92 & 96)	<u>\$40.00</u>
Operating funds available	<u>\$14,742.56</u>

AAAA AUDITOR'S ANNUAL REPORT - 2009



AUDIT REPORT
AUSTRALIAN ARMY APPRENTICES ASSOCIATION
FINANCIAL YEAR 2008 - 2009

To the Members of the Army Apprentices Association

In my opinion, the financial report of the Australian Army Apprentices Association for the year ended 30 June 2009 gives a true and fair view of the Association's financial position for the financial year ended on that date.

G.N. Mulcahy
Auditor
October 2009

AAAA HERITAGE OFFICER'S ANNUAL REPORT - 2009

APPRENTICES MEMORIAL AVENUE, LATCHFORD BARRACKS BONEGILLA

The Association's Heritage Officer reported to the Meeting that a number of trees in the Apprentices

Memorial Avenue at Latchford Barracks, Bonegilla have died and discussions are currently taking place between the Logistics Training Centre and the gardeners responsible for their upkeep in regards to their suitable replacement. At present, the Logistics Training Centre is still waiting for approved funding to be received for their replacement.

It has been suggested, if suitable trees cannot be found to replace those since died, that all Intake Memorial Plaques could be relocated to the Army Apprentices Memorial site at Gaza Ridge Barracks and put on display there in the near future. This matter is under further investigation.

A number of Intake memorial Plaques appear to be missing

MEMORIAL PLAQUES, BALCOMBE

On visiting the site of the old Army Apprentices School, it was noted that the Memorial Plaque had been removed from its stone pith adjacent to the Mace Oval and relocated facing the Memorial Gates on right hand side of the U.S. Marine 1st Division Memorial Plaque on a new stone pith, leaving behind the original pith, giving the appearance of having been vandalised.

The Association President Frank Poole, has approached the Mornington Peninsula Shire to remove the old damaged stone plinth.

This matter was tabled at a recent Committee Meeting in Canberra and suggested that an expanding and reorganising the whole area of the Memorial Gates to better commemorate the occupation of the Balcombe Camp and its significance to the Australian Army as a whole. It was agreed by the Committee, that it would be a worthwhile project for the Association. This would involve the co-operation with the 1940 occupants, the U.S. 1st Marine Division, Royal Australia Survey Corps, Royal Australian Signals and Army Bands Associations, and possible other groups who had links with the Balcombe Camp.

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The whereabouts of the two 21st Intake Apprentices Memorial Plaques last seen at Balcombe are still under investigation.

Geoff Martin

Association Heritage Officer

AAAA WELFARE OFFICER'S ANNUAL REPORT - 2009

Not Available

AAAA MEMBERSHIP SECRETARY'S ANNUAL REPORT - 2009

The Membership Secretary is a new committee position that was filled by Craig Malcolm (31st Electronics Technician) in May 2009 after a request in the February 2009 President's Update newsletter.

The current state of the membership (as at Oct 15, 2009) is **391 financial members**, consisting of:

Ordinary Memberships	210
Retired Memberships	177
Associate Memberships	4

Table 1 - Members by Membership Type

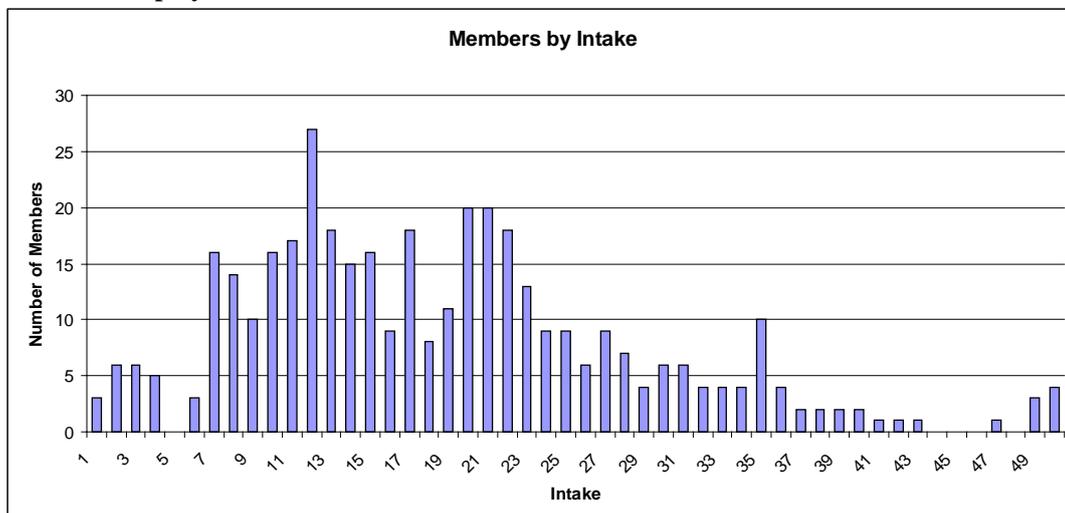
An analysis of the membership is as follows:

By Intake

The majority of members are from the 10th to the 23rd intakes.

Intake	Number	Intake	Number	Intake	Number
1	3	18	8	35	10
2	6	19	11	36	4
3	6	20	20	37	2
4	5	21	20	38	2
5	0	22	18	39	2
6	3	23	13	40	2
7	16	24	9	41	1
8	14	25	9	42	1
9	10	26	6	43	1
10	16	27	9	44	0
11	17	28	7	45	0
12	27	29	4	46	0
13	18	30	6	47	1
14	15	31	6	48	0
15	16	32	4	49	3
16	9	33	4	Associate	4
17	18	34	4		

Table 2 - Membership by Intake



Membership Expiry Dates

Membership expiry is on 1 Mar and 1 Sep of each year. Members now have the opportunity to pay for one, two or three years membership. The following table shows the current membership expiry dates:

Expiry Date	Number
Mar-10	281
Sep-10	31
Mar-11	14
Sep-11	12
Mar-12	24
Sep-12	26
Mar-13	2
Sep-13	0
Mar-14	1
Sep-14	0

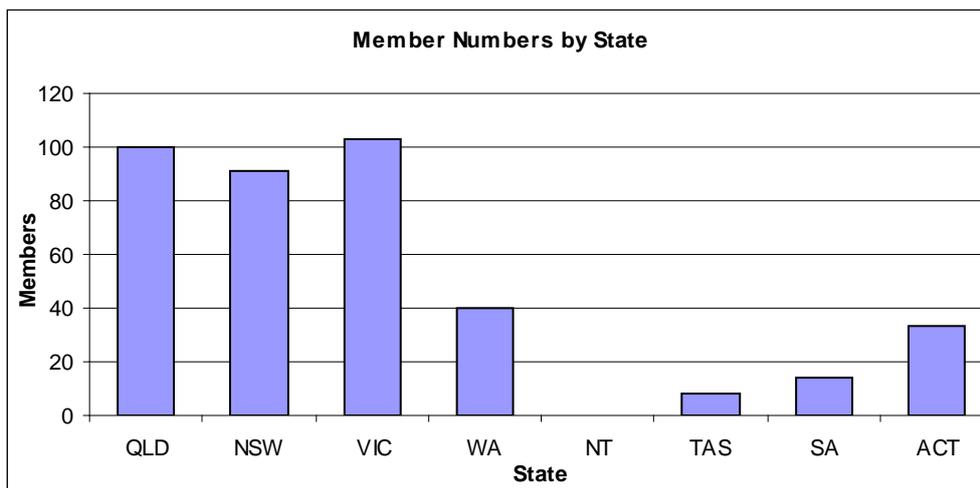
Table 3 - Membership Expiry Dates

By State:

The membership is currently evenly distributed throughout the eastern states.

State	Number
QLD	100
NSW	91
VIC	103
WA	40
NT	0
TAS	8
SA	14
ACT	33

Table 4 - Membership by State



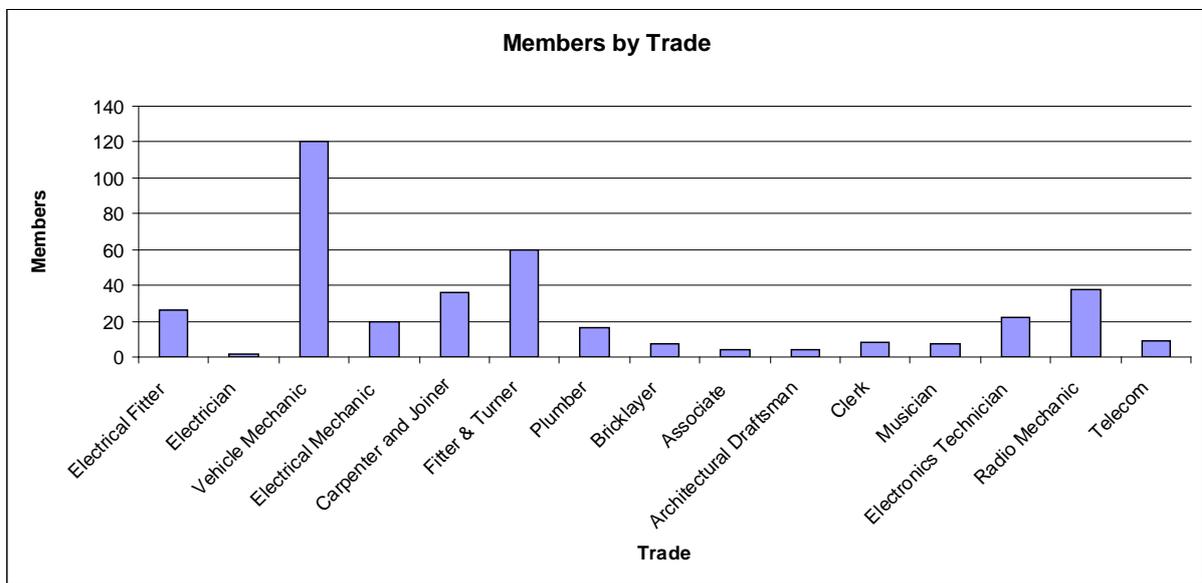
By Trade

Members Trades are recorded by the Trade they indicate on their Membership Application (or Renewal Form) and some trades have had a number of name changes, especially the electronic trades. The majority trade of the membership is Vehicle Mechanic.

Trade	Number
Electrical Fitter	26
Electrician	2
Vehicle Mechanic	120
Electrical Mechanic	20
Carpenter and Joiner	36
Fitter & Turner	60
Plumber	16

Trade	Number
Bricklayer	7
Associate	4
Architectural Draftsman	4
Clerk	8
Musician	7
Electronics Technician	22
Radio Mechanic	38
Telecom	9

Table 5 - Membership by Trade

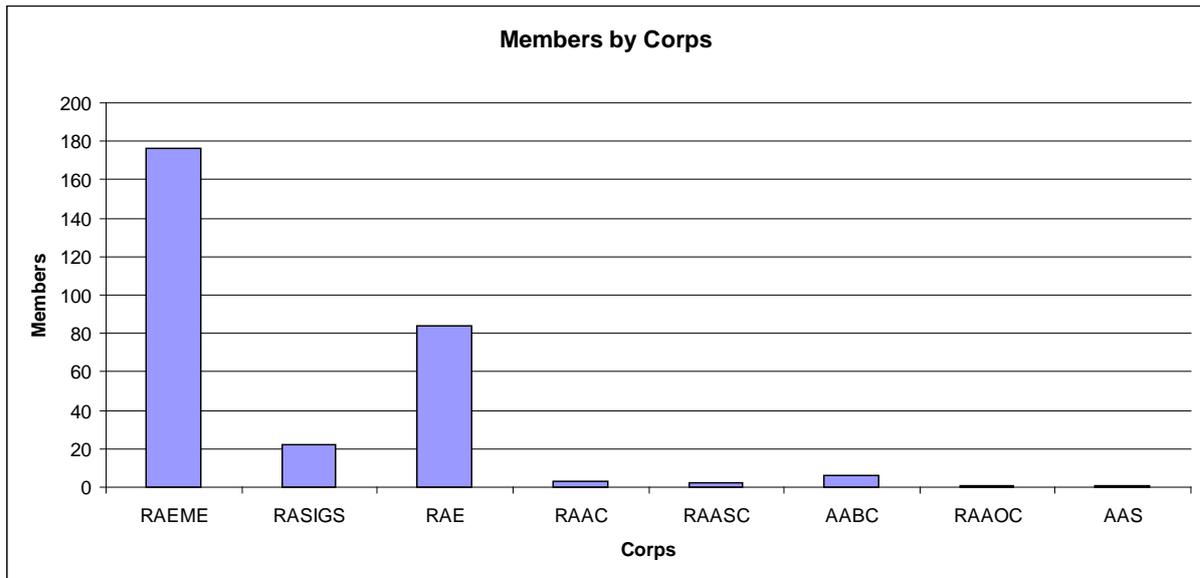


By Corps

RAEME is by far the dominant corps with nearly 50% of the membership. Members are recorded by the Corps they indicate on their Membership Application (or Renewal Form). Currently membership records do not have all members Corps recorded as many members have not indicated their corps on their Membership or Renewal Forms.

Corps	Number
RAEME	176
RASIGS	22
RAE	84
RAAC	3
RAASC	2
AABC	6
RAAOC	1
AAS	1

Table 6 - Membership by Corps



E-Mail addresses

Of the 391 members, 336 members have e-mail addresses recorded. It is important that the Association has up to date e-mail addresses as this significantly reduces the mail out costs to the Association as most correspondence is suitable for delivery by e-mail.

Changes in membership numbers over the last year

The membership peaked with the 60th Anniversary event in September 2008, however for the renewal period in Mar 2009, 137 members have not renewed their membership. Over the period from October 2008, 39 new members have joined the association.

Membership Database

Over the last six months Herb Ellerbock (18th Radio Mech) has been working (on a voluntary basis) to put together a new Membership Database System. The committee (through the Membership Secretary) has proposed a central Membership Database that would eventually be housed on-line and with access provided via password to appropriate committee personnel. Regrettably, Herb has had to withdraw his services due to his current work load; however all is not lost as Herb has documented the basic structure of the database which will make it easier for whoever takes up this project. Many thanks to Herb for his excellent work so far.

A call will now need to be made to the membership seeking expressions of interest from suitably qualified members to take up the task of completing the Membership Database.

Craig Malcolm (31st ET)

Membership Secretary

Australian Army Apprentices Association Inc

Telephone 03 9867 0170

Mobile 0438 808 455

membership@austarmyapprentice.org

AAAA SPAASSM PROJECT ANNUAL REPORT - 2009

Peter Thornton has been unwell for some time and Ian Morris, Bill Merton and Frank Poole have been

progressing SPAASSM. We have reached a Milestone with 7,416 images that have now been scanned/digitised, catalogued in a computer with the digitised image in a program developed by the

team, original checked against catalogue and captioned where possible and originals cross references

and placed in archive albums. The same applies to the 480 odd slides plus most of the printed material such as Newspaper cuttings, official letters and Graduation Brochures.

Fifty (50) documents have also been completed. These albums and the catalogue will be shortly passed back to the Army Museum Gaza Ridge Barrack, Bandiana South.

There is still quite a lot to do, including cataloguing the albums that form part of the collection and we

also have to work out what to do with the increasing donations that are now stored with the SPAASSM collection. When the handover of the Web Master is completed, Ian Morris will be looking at putting a small part of the collection at a time to try to identify the subject of the thousands

of photographs that we have not been able to caption.

Ian Morris

SPAASSM Project Member

AAAA CHAIRMAN OF THE ARMY APPRENTICES MEMORIAL
SUB-COMMITTEE ANNUAL REPORT - 2009

With the flag pole now delivered to Bandiana by SME and finally about to be erected, it now leaves

only the Donors and Sponsors Plaques to be manufactured and fitted to the right hand column to complete Stage # 2 of the Army Apprentices Memorial.

It has been suggested that the words 'Balcombe 1948 - 1982' and Bonegilla 1983 - 1995' be placed on each wing wall and Memorial Plaques can then be fitted to the appropriate wall. This idea will be taken up but it is not budgeted and will have to form part of Phase # 3.

We will shortly be starting on fund raising and planning for Phase # 3, which will entail the construction of a Memorial wall behind the gates to silhouette and better show off the gates; which at

the moment tend to plend in with the foliage behind. It will also be possible for Apprentices to have

the ashes (and those of their partners) interred in the wall along with an appropriate tablet. We intend

to lower the Dedication Plaque which now partially obstructs the badge sculpture when viewed from the front of the Memorial and to manufacture and erect the School names.

Frank Poole

AAAA President and Army Apprentices Memorial Chairman

AAAA MANAGEMENT SYSTEM SUB-COMMITTEE ANNUAL REPORT - 2009

The President Frank Poole, reported to the meeting that Wally Rotow (18th Intake) is working at Soldiers Career Management Agency (previously known as Central Army Records Office) Victoria Barracks St. Kilda Road, Melbourne to bring all Australian Army Apprentices records up to date. A number of errors and omissions have been found in our primary source, the list of Graduating Apprentices. To date, search for old records has taken Wally to the Australian Archives, Army Museum Gaza Ridge Barracks, Bandiana South, Bonegilla and Geelong.

Herb Ellerbock, is developing a new interactive management System for the Association. As our Office Bearers become more dispersed so the value of this system will be evident. Craig Malcolm (Association's Membership Secretary) is assisting him with Membership Management matters.

Frank Poole

AAAA President

AAAA WEB MASTER'S ANNUAL REPORT - 2009

As the incoming Webmaster I would like to thank my predecessor, Rod Eagleton, for all his hard work in developing and maintaining the Website.

The Website is a most important instrument for promoting our Aims and Objectives and for communication with members. I am aware of the responsibilities that rest with the Webmaster in this regard and can see challenging times ahead.

Initially, I will be trying to maintain the site in its present form, keeping it current and up to date, and making it as interesting as I can. Change is inevitable, however and there will no doubt be some modifications required to better meet our member's needs as time goes by. I look forward to your help in achieving this and in the meantime, your patience in the months ahead.

Ian Morris
AAAA Inc Webmaster
24 Oct 09



CONSTITUTION OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED

PART 1.1 INTRODUCTION

1. Name

The name of this body shall be Australian Army Apprentices Association Incorporated, hereafter referred to as "the Association".

2. Objectives

- a. To enable constant communication between members to promote the interest of members through the Association.
- b. To promote the welfare of members and partners.
- c. To promote the maintenance of the Army Apprentice memorial at Bandiana, the Marine Gates and plaques, Mace Oval and the Parade Ground at Balcombe, the Apprentice Active Service Memorial at Bonegilla, the "crab day" memorial at Balcombe, the intake trees at Bonagilla, the Apprentice Governor General's Banner, and the Apprentice collection and display at the Army Museum Bandiana.
- d. To create a record of the members' history, and that of the Schools.
- e. To support any related museum and relics.
- f. To promote the concept of Army Apprenticeships.
- g. To recognise the contribution of members to Australia and the Army.

3. Definitions

In this Constitution:

Act means the ACT Incorporation Act 1991.

Financial year means the year ending on 30 June.

Member means a member, however described, of the Association.

Membership Years means the start of the periods at which membership falls due and shall be from the 1st March and the 1st October.

PART 1.2 MEMBERSHIP

4. Membership Qualifications

A person is qualified to be a member if the person:

- a. has applied for membership in accordance with paragraph 5; and
- b. has been approved for membership of the Association by the Committee of the Association, hereafter referred to as "the Committee".

5. Application for Membership

- a. An application by a person for membership of the Association shall be:
 - (1) made in writing in the form approved by the Committee at Attachment 1, and

- (2) lodged with the Treasurer of the Association.
- b. As soon as is practicable after receiving a nomination for membership, the Treasurer shall approve or reject the nomination.
- c. If the Treasurer has doubts about eligibility, the matter shall be referred to the Vice President.
- d. The Treasurer shall, on acceptance of the application and on payment by the applicant of the amounts mentioned in paragraph 9, pass the application to the Secretary of the Association who shall enter the applicant's name in the register of members and, on the name being so entered, the applicant becomes a member of the Association.

6. Classes of Membership

Membership cannot be transferred or transmitted to another person. Membership classes are:

- a. Ordinary Member: Any person who enlisted into the Australian Army, with the rank of Apprentice and was allocated a class intake number, and attended the Army Apprentices School at Balcombe or Bonegilla or the Army College of TAFE at Bonegilla and was not discharged, transferred or posted as a result of disciplinary action.
- b. Retired Member: Any person satisfying the above requirement for member who is now no longer working full time or is drawing a DVA, Age or TPI pension. Special cases shall be considered by the Vice-President.
- c. Life Member: Any Ordinary Member or Retired Member who has been a member of the Association for at least three years and who, by virtue of their services to the Association, is nominated by the Management Sub-Committee to a general meeting for elevation to Life Member.
- d. Associate (or Associate Member): Any person who has been associated with a Service Apprentice Training Scheme, on payment of appropriate fees, may join the Association. An Associate has no voting rights and may not hold office. Where the term member appears in the rules of the Association (this Constitution), it will be taken to include Associate.

7. Cessation of Membership

A person ceases to be a member of the Association if the person dies, resigns from membership, is expelled or fails to renew membership of the Association.

8. Resignation of Membership

- a. A member may resign from membership of the Association by giving in writing to the Secretary of the member's intention to resign and, upon receipt by the Secretary; the member ceases to be a member.
- b. A member who has not paid all amounts payable by a member to the Association three months after the due date will be deemed to have resigned.
- c. If a person ceases to be a member, the Secretary shall make an appropriate entry in the register of members recording the date the member ceased to be a member.

9. Fees, Subscriptions, etc

- a. A joining fee is a once only payment on initial application to join the Association. The joining fee to the Association is \$10, or any other amount, which has been determined by resolution of the Committee. A person resigning from, or failing to remain a financial member, upon renewal of their membership or financial status, shall not be subject to the joining fee.
- b. An annual membership subscription is payable within one month of the anniversary of the start of the Membership Year on which the membership was first approved. The annual subscription amounts of the Association are:
 - (1) Member..... \$25.00 per annum;
 - (2) Retired Member \$20.00 per annum;
 - (3) Life Member Nil;
 - (4) Associate \$20.00 per annum; or
 - (5) any other amount that has been determined by resolution of the Committee.

10. Members' Liabilities

The liability of a member to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses of the winding up of the Association is limited to the amount (if any) unpaid by the member in relation to membership of the Association as required by paragraph 9.

11. Disciplining of Members

- a. The Association may expel or otherwise penalise any member whose conduct is considered to be discreditable to the character or interests of the Association.
- b. Before any member is expelled or otherwise penalised, that member's conduct shall be subject to an enquiry by the Committee and that member shall be given the opportunity to justify or explain any such conduct to the Committee. If proven guilty of such action or conduct, then the Association may expel or otherwise penalise that member. Should the member fail to make representation, the Association may proceed to conduct the said enquiry and to make its findings. The decision of the Committee shall be final.

PART 1.3 COMMITTEES AND APPOINTMENTS

12. Powers, etc

The Committee, subject to this Constitution and to any resolution passed by the Association in general meeting:

- a. controls and manages the affairs of the Association; and
- b. may exercise all functions that may be exercised by the Association other than those functions that are required by this Constitution to be exercised by the Association in general meeting; and
- c. has power to perform all acts and do all things that appear to the Committee to be necessary or desirable for the proper management of the affairs of the Association.

13. Association Committee and Appointments – Composition and Membership

See Annex A

PART 1.4 GENERAL MEETINGS

See Annex B

PART 1.5 MISCELLANEOUS

14. Funds—Source

- a. The funds of the Association shall:
 - (1) be derived from joining fees and annual subscriptions of members;
 - (2) include donations; and
 - (3) subject to any resolution passed by the Association in general meeting, include any other sources that the Committee decides.
- b. All money received by the Association shall be deposited as soon as practicable and without deduction to the credit of the Association's bank account.
- c. The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

15. Funds—Management

- a. Subject to any resolution passed by the Association in general meeting, the funds of the Association shall be used for the objects of the Association in the way that the Committee decides.
- b. All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed by any two Office-Bearers.
- c. The Association shall use the Australian Tax Office approved accounting/financial management system, ATO e-record 5.

- d. A minimum balance of one thousand dollars (\$1,000.00) shall be retained in the banking account and no drawing that will take the account below this figure shall be made without receiving approval of the Committee.
- e. The Treasurer shall provide to the Committee at each committee meeting a financial report showing a current bank balance and the expenditure since the last meeting.

16. Alteration of Objects and the Constitution

Neither the objects of the Association nor this Constitution may be altered except in accordance with the Act.

17. Custody of Books

Subject to the Act, the regulation and this Constitution, the Secretary shall keep in his or her custody or under his or her control all records, books, and other documents relating to the Association.

18. Inspection of Books

The records, books and other documents of the Association shall be open to inspection at a place in the ACT, free of charge, by a member of the Association at any reasonable hour.

19. Service of Notice

- a. For this Constitution, a notice may be served by or on behalf of the Association on any member either personally or by sending it by post or email to the member at the member's address shown in the register of members.
- b. If a document is sent to a person by properly addressing, prepaying and posting to the person a letter or email containing the document, the document is taken for this Constitution, unless the contrary is proved, to have been served on the person at the time when the letter would have been delivered in the ordinary course of post.

20. Surplus Property

- a. At the first general meeting of the Association, the Association shall pass a special resolution nominating:
 - (1) another association for the Act, section 92 (1) (a); or
 - (2) a fund, authority or institution for the Act, section 92 (1) (b);in which it is to vest its surplus property in the event of the dissolution or winding up of the Association.
- b. An association nominated under subparagraph a.(1) shall fulfil the requirements specified in the Act, section 92 (2).

21. Winding-up

In the event of the dissolution of the Association, all property and funds left after the payment of accounts will be passed to the Australian Army Museum at Bandiana for the preservation of Apprentice Heritage.

ATTACHMENT:

Attachment 1 – Australian Army Apprentices Association Incorporated Membership Application Form

Attachment 2 – Australian Army Apprentices Association Incorporated membership Renewal Form

ANNEXES:

Annex A - Committee

Appendix 1 – Committee Nomination Form

Annex B - Meetings

Appendix 1 – Form of Appointment of Proxy



AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED
 ACT Incorporation No A04404
 GPO Box 2072, CANBERRA, ACT, 2601 www.austarmyapprentice.org
 Patron: Lieutenant General Ken Gillespie, AO, DSC, CSM, Chief of Army



MEMBERSHIP APPLICATION FORM

** Delete if not applicable*

Membership Type: *Ordinary *Retired *Associate

Personal Details

Surname (on enlistment):		Current (if changed):
Given Names:		Preferred name:
Street Address:		Mail Address (if different):
Suburb/City:		
State:	Postcode:	
Country (if not Australia):		
Contact Home:		Work:
Numbers: Mobile:		E-mail:
Partner's Name:		
Decorations:		
Current Occupation:		Date of Birth:

Enlistment details: (Not required for Associates)

Intake:	Service No:	Corps:
Rank (on discharge):	Trade:	
Year of Discharge or still serving:		

Application Details:

Membership Fees <i>(Tick appropriate box)</i>	Ordinary Members	Associate & Retired Members
One year:	\$25	\$20
Two Years:	\$50	\$40
Three Years:	\$75	\$60
Joining Fee	\$10	\$10
Memorial Fund Donation:	\$	Total: \$
Payment by: <i>(Please tick)</i>	Cheque/Money Order (included with application form)	
	Direct debit to St George Bank BSB 112908 A/C# 482580781 <i>(Be sure to include your Surname in the Notes area)</i>	
	Credit Card:	Mastercard Visa
	_ _ _ _ / _ _ _ _ / _ _ _ _ / _ _ _ _	Exp /
Name on Card:	Signature:	

Please forward the completed Application Form with your cheque/money order, or copy of your direct deposit receipt, to **The Secretary, GPO Box 2072 CANBERRA ACT 2601**

Office Use only: Membership #

Receipt #

Date Received:

Please forward the completed Renewal Form with your cheque/money order, or copy of your direct deposit receipt, to **The Secretary, GPO Box 2072 CANBERRA ACT 2601**

Office Use only: membership No.: Receipt No.: Date Received:

**ANNEX A TO THE CONSTITUTION OF THE
AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED**

ANNEX A: COMMITTEE

PART 1 – ASSOCIATION COMMITTEES AND APPOINTMENTS – COMPOSITION AND MEMBERSHIP

1. Committee

The Committee consists of:

- a. the Office-Bearers of the Association;
- b. the Events Manager
- c. the Welfare Officer;
- d. the Promotions and PR Officer
- e. the Membership Secretary
- f. the Public Officer;
- g. the Heritage Officer;
- h. the Social Officer;
- i. the Webmaster;
- j. six Ordinary Committee Members; and
- k. Regional Representatives, each of whom shall be elected or appointed in accordance with paragraphs 3 and 4.

2. Office-Bearers

The Office-Bearers of the Association are:

- a. the President,
- b. the Vice-President
- c. the Treasurer; and
- d. the Secretary.

3. Term of Office

- a. Each member of the Committee holds office, subject to this Constitution, for two years following the date of the member's election, but is eligible for re-election.
- b. Nominations for each office shall then be called for and the incumbent shall remain in office until replaced.
- c. Each Office-Bearer shall be entitled to re-nominate for his or her position for as many times as he receives the voting support of the members in general meeting.
- d. Regional Representatives shall reside in the regions that they represent and their appointments shall be for 12 months.
- e. If there is a vacancy in the membership of the Committee, the Committee may appoint a member of the Association to fill the vacancy and the member so appointed holds office, subject to this Constitution, until the conclusion of the next annual general meeting after the date of the appointment.
- f. The following officers shall be subject to re-election at annual general meetings held on odd- numbered years with the remaining officers elected at annual general meetings held on even-numbered years:
 - (1) President,
 - (2) Secretary,
 - (3) Events Manager,
 - (4) Heritage Officer,
 - (5) Webmaster, and
 - (6) Ordinary Committee Member x 3.

4. Election of Committee

- a. Nominations of candidates for election as Committee members may be made in writing, signed by two members of the Association and accompanied by the written consent of the candidate (which may be endorsed on the nomination form at Appendix 1) and given to the Secretary of the Association not less than seven days before the date fixed for the annual general meeting at which the election is to take place.
- b. If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated are taken to be elected and further nominations may be received at the annual general meeting.
- c. If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.
- d. If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.
- e. If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- f. The ballot for the election of Committee members shall be conducted at the annual general meeting in the way the Committee may direct.
- g. A person is not eligible to simultaneously hold more than one position on the Committee, except for being a Regional Representative. However, a Committee member may carry out the duties of a vacant position until that position can be filled.

5. Management Sub-Committee

The Association shall have a Management Sub-Committee comprising the President, Vice President, Secretary, Treasurer, Membership Secretary, Public Officer and Welfare Officer.

6. Other Appointees

The Association shall have the following non-voting Appointments:

- a. Legal Adviser,
- b. Auditor,
- c. Chaplains
- d. Patron, and
- e. Trustee.

PART 2 – DUTIES OF COMMITTEE OFFICERS AND APPOINTEES

7. Duties and Responsibilities

The duties and responsibilities of each of the Committee officers and Appointees are:

- a. President:
 - (1) To be responsible for all activities of the Association.
 - (2) To represent the Association.
 - (3) To promote the Association and its objectives.
 - (4) To call Management Sub-Committee, committee and general meetings.
 - (5) To chair Management Sub-Committee, committee and general meetings.
 - (6) To ensure the efficient running of the Association through the responsible Committee member.
- b. Vice-President:
 - (1) To assist the President in his or her duties as required.
 - (2) To chair meetings in the absence of the President.
 - (3) To ensure the administration and support for meetings and that correct notices have been given to Association members.
 - (4) Working with the Treasurer, approve applications for membership.

- (5) Maintain the Association shop with purchases and prices approved by the Management Sub-Committee.

c. Secretary:

- (1) As soon as practicable after being appointed as Secretary, to notify the Association of his or her address.
- (2) To keep minutes of:
 - (a) all elections and appointments of Committee members;
 - (b) the names of members of the Committee present at a committee meeting or a general meeting; and
 - (c) all proceedings at committee meetings and general meetings.

Minutes of proceedings at a meeting shall be signed by the person presiding at the meeting or by the person presiding at the next succeeding meeting.

- (3) To ensure all motions affecting this Constitution are approved by the ACT RGO and are then incorporated into the Constitution of the Association, along with details of motions affecting those changes.
- (4) To ensure that the Constitution is maintained and up-to-date in both hard and soft copies and are available to any member or to the ACT RGO on request.
- (5) To maintain files of correspondence effecting the Association, both inwards and outwards. These files shall be kept in hard copy and all Committee members initiating or receiving correspondence effecting the Association as a whole shall ensure copies are sent to the Secretary.
- (6) To be the official point of contact and address for the Association.
- (7) To forward correspondence concerning the responsibilities of other Committee members to those members for action. The Secretary and all Committee members shall maintain a register of correspondence showing date received/sent, gist of correspondence, who received from/sent to, and where the hard copy is filed.
- (8) With input from other members of the Committee, to prepare agenda and papers for meetings.
- (9) To maintain through the Membership Secretary, a membership list. The membership list shall not be released to any person outside the Committee without approval of the Management Sub-Committee.

d. Treasurer:

- (1) To collect and receive all amounts owing to the Association and make all payments authorised by the Association.
- (2) To 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.
- (3) To prepare budgets as required for annual general meetings.
- (4) To prepare financial reports as required for committee meetings.
- (5) To advise the Management Sub-Committee monthly on the financial standing of the Association.
- (6) To advise the Management Sub-Committee immediately it becomes apparent that the bank balance has fallen below the figure determined by the Management Sub-Committee.
- (7) To advise the Management Sub-Committee and negotiate for surplus funds to be invested. To prepare a report for the Committee seeking approval to invest these funds.
- (8) To manage membership records as follows:
 - (a) To receive all applications for membership and check to ensure eligibility.

- (b) To receive all membership application and renewal fees and arrange for their deposit in the Association bank account.
 - (c) To receipt all fees and return to members any membership items that may apply within 21 days.
 - (d) Forward all membership Application or Renewal Forms to the membership Secretary for inclusion in the Membership records.
 - (e) To assist in the recording and maintenance of a membership list.
 - (f) The Vice-President shall assist when and where required in membership matters. When eligibility is in doubt, the decision of the Vice-President shall be sought.
- e. Welfare Officer:
- (1) To advise members on their welfare and other Commonwealth and State Government entitlements. NOTE: it is not the intention to duplicate the services offered by other service associations, but to supplement them by advising the member of the best association to assist or to provide primary advice when members are not a member of another association.
 - (2) To liaise with similar service bodies (eg RSL, VVF, VVAA, TPIA) on welfare matters.
 - (3) To organise Welfare Officer training for both him/her self and for Regional Representatives when required.
 - (4) On the advice of the death of a member, ensure that the NOK is being cared for and send condolences and a wreath. Regional Representatives have a role to play here.
 - (5) On advice of a member in hospital, sick or otherwise indisposed, arrange a visit from a member to ensure his/her welfare. Again Regional Representatives may be used.
- f. Heritage Officer:
- (1) To identify structures and items of historical or emotive significance to Apprentices and submit their details to the Management Sub-Committee.
 - (2) On the approval of the Management Sub-Committee, enter details of structures and items, the reason for their significance, photography and current condition onto an Association Heritage Record.
 - (3) Organise through local members to have the structures or items maintained.
 - (4) Organise for appropriate plaques to be provided explaining the significance of the sites.
 - (5) Maintain a history of the Army Apprentices and their schools.
- g. Events Manager:
- (1) Assist intake groups with the organisation of reunions when requested.
 - (2) Plan and conduct Association events as directed by the Committee.
 - (3) To recommend events to be conducted by the Association. These should be of a "National" nature and held at least every two years.
 - (4) Organise catering and social activities when required for meetings and Association gatherings.
- h. Webmaster:
- (1) To maintain the Association Web site.
 - (2) To make adjustment as required by the Management Sub-Committee.
 - (3) To assist the Committee with computer advice.
- i. Membership Secretary
- (1) Work under the direction of the Treasurer;
 - (2) To receive receipted Membership Application and Renewal forms from the Treasurer and enter the details of the member into the Membership program.

- (3) To maintain a hardcopy file of all Applications following entry of details into the membership Program.
 - (4) To maintain files pertaining to membership.
 - (5) Send out renewal notices.
 - (6) Update and correct the membership records as required.
 - (7) To provide to the Executive as requested up to date membership lists.
 - (8) To update the generic membership list on the Association web site.
 - (9) To keep confidential membership records.
- j. Association Chaplains
- (1) To assist with the wellbeing of members and of the Army Apprentice fraternity.
 - (2) To advise the Welfare Officer when requested
 - (3) To advise the Committee on religious services and related matters
 - (4) To conduct religious services when required by the Association.
 - (5) Member of the memorial Sub-Committee.
- k. Trustee
- (1) To maintain a watch over the activities of the Association to ensure the aims and objectives are maintained by the Committee.
 - (2) To advise the President and the Committee if it is felt that the Association is straying from the aims and objectives of the Association.
- l. Regional Representatives:
- (1) When organised at the following regional levels, to represent the Association in those areas, particularly on welfare matters: WA, NT, North Qld, South Qld, NSW, ACT, Vic, Tas, and SA.
 - (2) Regional Representatives may be appointed by the Committee as casual vacancies or nominated by a representative membership group from a region.
 - (3) Regional Representatives represent the Association within the region and NOT the region to the Association, although their local knowledge will be at times sought by the Committee.
- m. Ordinary Committee Members:
- (1) Ordinary Committee Members will be allocated to assist other committee members as required, or sub-committees.
- n. Management Sub-Committee:
- (1) The Management Sub-Committee shall recommend action for the day-to-day administration and running of the Association for approval by the Committee. Of principal concern will be the calling of meetings and ensuring the financial viability of the Association.

PART 3 – MANAGEMENT OF COMMITTEE OFFICERS AND APPOINTEES

8. Vacancies

A vacancy in the office of a member of the Committee happens if the member:

- a. dies; or
- b. ceases to be a member of the Association; or
- c. resigns the office; or
- d. is removed from office under paragraph 9, Removal of Committee members; or
- e. becomes an insolvent under administration within the meaning of the Corporations Act; or
- f. suffers from mental or physical incapacity; or

- g. is disqualified from office under section 63 (1) of the Associations Incorporation Act 1991;
or
- h. is absent without the consent of the Committee from all meetings of the Committee held during a period of 6 months.

9. Removal of Committee Members

The Association in general meeting may by resolution remove any member of the Committee from the office of member of the Committee before the end of the member's term of office.

10. Committee Meetings and Quorum

- a. The Committee shall meet at least three times in each calendar year at the place and time that the Committee may decide.
- b. Additional meetings of the Committee may be called by any Office-Bearer.
- c. Oral or written notice of a meeting of the Committee shall be given by the Secretary to each member of the Committee at least 48 hours (or any other period that may be unanimously agreed on by the Office-Bearers of the Association) before the time appointed for the holding of the meeting.
- d. Notice of a meeting given under subparagraph c. shall specify the general nature of the business to be transacted at the meeting and no business other than that business may be transacted at the meeting, except business that the Committee members present at the meeting unanimously agree to treat as urgent business.
- e. Any three members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- f. No business may be transacted by the Committee unless a quorum is present and, if within half an hour after the time appointed for the meeting a quorum is not present, the meeting stands adjourned to the same place and at the same hour of the same day in the following week.
- g. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the meeting, the meeting is dissolved.
- h. At meetings of the Committee:
 - (1) the President or, in the absence of the President, the Vice-President presides; or
 - (2) if the President and the Vice-President are absent – one of the remaining members of the Committee may be chosen by the members present to preside.

11. Delegation by Committee to Sub-committee

- a. The Committee may, in writing, delegate to one or more sub-committees (consisting of the member or members of the Association that the Committee considers appropriate) the exercise of the functions of the Committee that are specified in the instrument, other than:
 - (1) this power of delegation; and
 - (2) a function that is a function imposed on the Committee by the Act, by any other Territory law, or by resolution of the Association in general meeting.
- b. A function, the exercise of which has been delegated to a sub-committee under this paragraph may, while the delegation remains unrevoked, be exercised from time to time by the sub-committee in accordance with the terms of the delegation.
- c. A delegation under this paragraph may be made subject to any conditions or limitations about the exercise of any function, or about time or circumstances that may be specified in the instrument of delegation.
- d. Despite any delegation under this paragraph, the Committee may continue to exercise any function delegated.
- e. Any act or thing done or suffered by a sub-committee acting in the exercise of a delegation under this paragraph has the same force and effect as it would have if it had been done or suffered by the Committee.
- f. The Committee may, in writing, revoke wholly or in part any delegation under this paragraph.

- g. A sub-committee may meet and adjourn as it considers appropriate.

12. Voting and Decisions

- a. Questions arising at a meeting of the Committee or of any sub-committee appointed by the Committee are decided by a majority of the votes of members of the Committee or sub-committee present at the meeting.
- b. Each member present at a meeting of the Committee or of any sub-committee appointed by the Committee (including the person presiding at the meeting) is entitled to one vote but, if the votes on any question are equal, the person presiding may exercise a second or casting vote.
- c. Subject to subparagraph 10.10.e., the Committee may act despite any vacancy on the Committee.
- d. Any act or thing done or suffered, or purporting to have been done or suffered, by the Committee or by a sub-committee appointed by the Committee, is valid and effectual despite any defect that may afterwards be discovered in the appointment or qualification of any member of the Committee or sub-committee.

APPENDIX: 1. COMMITTEE NOMINATION FORM

APPENDIX 1 TO ANNEX A TO THE CONSTITUTION OF THE
AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
ACT Incorporation No A04404
GPO Box 2072, CANBERRA, ACT, 2601
www.austarmyapprentice.org
Patron: Lieutenant General Ken Gillespie, AO, DSC, CSM, Chief of Army



AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED
COMMITTEE NOMINATION FORM

I, hereby nominate
(name)

for the position of

at the forthcoming annual general meeting.

I accept the nomination: (Signed)

Name:

Date:

Proposer: (May be nominee): (Signed)

Name:

Date:

Secunder: (Signed)

Name:

Date:

Note:

1. Only financial members of the Association may be a nominee or propose or second a nomination.

**ANNEX B TO THE CONSTITUTION OF THE
AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED**

ANNEX B: MEETINGS

1. Annual General Meetings

- a. The Association shall call an annual general meeting at least once in each calendar year and within three months after the end of each financial year.
- b. The annual general meeting shall be called on the date and at the place and time that the Committee considers appropriate.
- c. In addition to any other business that may be transacted at an annual general meeting, the business of an annual general meeting shall:
 - (1) confirm the minutes of the last annual general meeting and of any general meeting held since that meeting;
 - (2) receive from the Committee reports on the activities of the Association during the last financial year;
 - (3) elect members of the Committee, including Office-Bearers; and
 - (4) receive and consider the statement of accounts and the reports that are required to be submitted to members under the Act, section 73 (1).
- d. An annual general meeting shall be specified as such in the notice calling it in accordance with paragraph 3, Notice of Meetings.
- e. An annual general meeting shall be conducted in accordance with the provisions of this annex.

2. Calling of General Meetings

- a. The Committee may, whenever it considers appropriate, call a general meeting of the Association.
- b. The Committee shall, on the requisition in writing of not less than 5% of the total number of members, call a general meeting of the Association.
- c. A requisition of members for a general meeting:
 - (1) shall state the purpose or purposes of the meeting; and
 - (2) shall be signed by the members making the requisition; and
 - (3) shall be lodged with the Secretary; and
 - (4) may consist of several documents in a similar form, each signed by one or more of the members making the requisition.
- d. If the Committee fails to call a general meeting within one month after the date when a requisition of members for the meeting is lodged with the Secretary, any one or more of the members who made the requisition may call a general meeting to be held not later than three months after that date.
- e. A general meeting called by a member or members mentioned in subparagraph 2.d. shall be called as nearly as is practicable in the same way as general meetings are called by the Committee.

3. Notice of Meetings

- a. Except if the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 14 days before the date fixed for the holding of the general meeting, send by prepaid post or notice provided by email to those so connected, to each member at the member's address appearing in the register of members, a notice specifying the place, date and time of the meeting and the nature of the business proposed to be transacted at the meeting.
- b. If the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least 21 days before the date fixed for the holding of the general meeting, send notice to each member in the way provided in subparagraph a. specifying, in addition to the matter required under that subparagraph, the intention to propose the resolution as a special resolution.

- c. No business other than that specified in the notice calling a general meeting may be transacted at the meeting except, for an annual general meeting, business that may be transacted under paragraph 1.c.
- d. A member desiring to bring any business before a general meeting may give written notice of that business to the Secretary who shall include that business in the next notice calling a general meeting given after receipt of the notice from the member.

4. General Meetings – Procedure and Quorum

- a. No item of business may be transacted at a general meeting unless a quorum of members entitled under this Constitution to vote is present during the time the meeting is considering that item.
- b. Five members present in person (who are entitled under this Constitution to vote at a general meeting) constitute a quorum for the transaction of the business of a general meeting.
- c. If within 30 minutes after the appointed time for the start of a general meeting a quorum is not present, the meeting if called on the requisition of members is dissolved and in any other case stands adjourned to the same day in the following week at the same time and (unless another place is specified at the time of adjournment by the person presiding at the meeting or communicated by written notice to members given before the day to which the meeting is adjourned) at the same place.
- d. If at the adjourned meeting a quorum is not present within 30 minutes after the time appointed for the start of the meeting, the members present (being not less than three) constitute a quorum.

5. Presiding Member

- a. The President, or in the absence of the President, the Vice-President, presides at each general meeting of the Association.
- b. If the President and the Vice-President are absent from a general meeting, the members present shall elect one of their number to preside at the meeting.

6. Adjournment

- a. The person presiding at a general meeting at which a quorum is present may, with the consent of the majority of members present at the meeting, adjourn the meeting from time to time and place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- b. If a general meeting is adjourned for 14 days or more, the Secretary shall give written or oral notice of the adjourned meeting to each member of the Association stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- c. Except as provided in subparagraphs a. and b., notice of an adjournment of a general meeting or of the business to be transacted at an adjourned meeting is not required to be given.

7. Making of Decisions

- a. A question arising at a general meeting of the Association shall be decided on a show of hands and, unless before or on the declaration of the show of hands a poll is demanded, a declaration by the person presiding that a resolution has, on a show of hands, been carried or carried unanimously or carried by a particular majority or lost, or 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.
- b. At a general meeting of the Association, a poll may be demanded by the person presiding or by not less than three members present in person or by proxy at the meeting.
- c. If the poll is demanded at a general meeting, the poll shall be taken:
 - (1) immediately if the poll relates to the election of the person to preside at the meeting or to the question of an adjournment; or

- (2) in any other case—in the way and at the time before the close of the meeting that the person presiding directs, and the resolution of the poll on the matter is taken to be the resolution of the meeting on that matter.

8. Voting

- a. Subject to subparagraph 8.c., on any question arising at a general meeting of the Association, a member has one vote only.
- b. All votes shall be given personally or by proxy but no member may hold more than five proxies.
- c. If the votes on a question at a general meeting are equal, the person presiding is entitled to exercise a second or casting vote.
- d. A member or proxy is not entitled to vote at any general meeting of the Association unless all money due and payable by the member or proxy to the Association has been paid, other than the amount of the annual subscription payable for the then current year.

9. Appointment of Proxies

- a. Each member is entitled to appoint another member as proxy by notice given to the Secretary no later than 24 hours before the time of the meeting for which the proxy is appointed.
- b. The notice appointing the proxy shall be in the form set out in Appendix 1.

APPENDIX: 1. FORM OF APPOINTMENT OF PROXY



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
 ACT Incorporation No A04404
 GPO Box 2072, CANBERRA, ACT, 2601
www.austarmyapprentice.org
 Patron: Lieutenant General Ken Gillespie, AO, DSC, CSM, Chief of Army



AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED
FORM OF APPOINTMENT OF PROXY

I,

(full name)

of

(address)

a member of the Australian Army Apprentices Association Incorporated

appoint

(full name of proxy)

of

(address)

a member of that incorporated Association, as my proxy to vote for me on my behalf at the general meeting of the Association (annual general meeting or other general meeting, as the case may be) to be held on and at any adjournment of that meeting.

*My proxy is authorised to vote in favour of/against (delete as appropriate) the resolution (insert details).

(*To be inserted if desired.)

.....

(Signature of member appointing proxy)

Date

Note:

1. A proxy vote may not be given to a person who is not a member of the Association.

