



AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
MINUTES OF 1st ANNUAL GENERAL MEETING HELD AT
THE CANBERRA SERVICES CLUB, CANBERRA AVENUE,
MANUKA A.C.T. ON 25th AUGUST 2007

1. Present:

Jack Westernhagen (Vice President)(VIC)	Barry Minster (VIC)
Ray Wilson (Treasurer)(ACT)	Gary Sargeant (QLD)
Lt. Gen Ken Gillespie AO. DSC. CSM (Patron)(ACT)	Harry Cole (N.S.W.)
Chris Moon (Heritage Officer)(N.S.W.)	Terry Gould (N.S.W.)
Bill Merton (Social Officer)(ACT)	Peter Thornton (ACT)
Rod Eagleton (Webmaster)(N.S.W.)	Michael Farrar (N.S.W.)
Jeff Heron (Committee Member)(ACT)	Ross King (VIC)
	Alan Regan

2. Apologies:

Frank Poole (President)(ACT)	Rodney Murphy (N.S.W.)
Stephen Hladio (Secretary) (ACT)	Laurence Abrams (ACT)
Greg Mulcahy (Public Officer)(ACT)	Carl Bray (N.S.W.)
Frank Maloney (Promotions/PR Officer) (QLD)	Brierley Bailey (QLD)
Barry Griffiths	Sidney Cheeseman (N.S.W.)
Ron Bridgeman (VIC)	F. Owen
Ivan Royle (VIC)	

3. Meeting Opened:

The Australian Army Apprentices Association Inc. 1st Annual General Meeting was opened at 1305 hrs.

4. Silent Tribute:

The Ode recited by Lt Gen Ken Gillespie AO, DSC, CSM (Patron) (23rd Intake).

5. Address of Welcome:

In the absence of the Association's President (Frank Poole) who had been called away because of a family emergency, the Chairperson, Jack Westernhagen (Vice President) welcomed all present from the ACT and who had traveled from afar to be present at this historic occasion.

6. Opening Address:

The Chairperson (Jack Westernhagen) then called on Lt Gen Ken Gillespie, the Association Patron, to give the Opening Address.

7. Presentation of Patron's Medallion:

In the absence of the President (Frank Poole) the Vice President (Jack Westernhagen) presented Lt Gen Ken Gillespie AO, DSC, CSM (23rd Intake) with the Patron's Medallion.

ACCLAMATION

8. Presentation to the Australian Army Apprentices Association Inc.

To mark the historic occasion of the 1st Annual General Meeting, The Vice President (Jack Westernhagen) made a presentation of a Chairperson's Center Piece (depicted by a 8cm high x 6cm wide gilt badge of the Association mounted on a polished wooden base complete with a Chairperson wooden gavel). In the absence of the President, the

Patron accepted the presentation on behalf of the Association.

ACCLAMATION

9. Proxy Votes Acknowledged:

The following Proxy Votes received were acknowledged:-

Ian Mc Lachlan (ACT), David Fry (VIC), Ian Harvie (N.S.W.), Sven Holzheimer (VIC), Norman Anderson (W.A.), Brierly Bailey (QLD), Dennis Anspach (N.S.W.), Stephen Hladio (ACT) and Gregory Mulcahy (ACT).

10. Minutes of the Inaugural Special General Meeting Meeting:

The Minutes of the Inaugural Special General Meeting held at the Vietnam Veterans Rooms, Page AC.T. on 22nd July 2006 had been circulated on the Association's website and copies were available at the 1st Annual General Meeting.

Moved: Ray Wilson, Seconded: Chris Moon that the Minutes of the Inaugural Special General Meeting be accepted as a 'TRUE Record' of that meeting.

CARRIED

11. Reports:

President's Report (Refer Appendix 'A').

Vice President & Merchandising Manager's Report (refer Appendix 'B').

Secretary's Report - NIL.

Treasurer's Report & Auditor's Report (refer Appendix 'C').

Public Officer's Report (Refer Appendix 'D').

Membership Secretary's Report - NIL.

Welfare Officer's Report - NIL.

Webmaster's Report (refer Appendix 'E').

Heritage Officer's Report (refer Appendix 'F').

Promotions and PR Officer's Report (refer Appendix 'G').

Social Officer's Report - NIL.

SPAASM Sub-Committee Chairman's Report was given verbally by Peter Thornton. At the conclusion of which the Chairperson recommended a vote of thanks to Peter and his hard working Sub-Committee for their efforts an dedication in assembling so far all documentation forwarded from the Army Museum Bandiana to the AWM for digitizing and recording purposes by the Association.

There being no further Reports it was Moved: Ian Morris, Seconded: Bill Mertin that the Reports as presented be accepted.

CARRIED

12. Special Motions:

#1. That the revisions of the Articles of Association now referred to as the Constitution of the Australian Army Apprentices Association Inc. be accepted.

Discussion: After the Proposed Constitution was read by those present, The Chairperson (Jack Westernhagen) stated as Annex 'A' Part 2 to the Constitution i.e. Duties of Committee Officers and Appointees only applies to those Appointees and not to the membership as a whole, recommended that this Part be transferred to the Association's By-laws together with a sample of all official forms approved by the Management Sub-Committee. This will make it easier to amend any of the duties listed therein. Moved: Jack Westernhagen Seconded: Ken Gillespie that Management Sub-committee investigate the implications of adopting bye-laws and if considered beneficial prepare an amendment to the Constitution for presentation at the next AGM.

CARRIED

#2. That 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.

Discussion: This 2nd Motion was amended to read after the wording Bandiana 'for the preservation of Apprentice Heritage. Moved: Ian Morris, Seconded: Peter Thornton.

CARRIED

- #3. That, due to the delays that have occurred in the processing of Membership Applications in this first year as a result of time consuming procedures, current members receive their Second Year Membership gratis.
Moved: Jack Westernhagen, seconded Ray Wilson.

DEFEATED

Discussion: After much discussion, it was recommended that the Management Sub-Committee review the renewal date for Membership.

13. Election of Office Bearers for next two Years:

Retiring Office Bearers stood down:-

President – Frank Poole.
Secretary – Stephen Hladio.
Promotions & PR Officer – Frank Maloney.
Heritage Officer - Chris Moon
Webmaster – Rod Eagleton.

Three Committee Members:
Andrew Bishop.
Glen Jones.
Tim Wilde.

The Vice President then called for nominations for new office bearers and Committee members for the period August 2007 to August 2009. The following members were re-elected unopposed:-

President - Frank Poole.
Secretary - Stephen Hladio.
Promotions & PR Officer – Frank Maloney.
Heritage Officer - Chris Moon.
Webmaster - Rod Eagleton.

ACCLAMATION

Three Committee Members Vacancies:-

There were no nominations for Committee members.

14. General Business:

- a. **Membership -** Gary Sargent spoke concerning membership of the Association and suggested that the Management Sub-Committee look at appointing Intake Representatives to assist in recruitment of potential members.
- b. **Honorary Membership -** Peter Thornton spoke concerning the granting of Honorary Membership to two members Staff of the Reading Room at the A.W.M. for their assistance with SPAASM.

ACTION BY MANAGEMENT SUB-COMMITTEE

C. A Vote of Thanks to the Canberra Services Club:

The Chairperson (Jack Westernhagen) asked that a Vote of Thanks be recorded in the minutes to the Management of the Canberra Services Club for their assistance in the organizing of this 1st A.G.M.

ACCLAMATION

15. Closure of the 1st Annual General Meeting:

There being no further General Business, The Vice President closed the Meeting at

14.50 hrs and thanked all present for attending.

16. Date of 2nd Australian Army Apprentices Association Inc. A.G.M.:

Date to be decided by the 'Incoming' Management Sub-Committee and advised to Members at a later date on the Website.

..... Date
(F. Poole)
President.

..... Date
(S. Hladio)
Secretary

Attachments:

- Appendix 'A' - President's Report
- Appendix 'B' - Vice President & Merchandising Managers Report
- Appendix 'C' - Treasurer & Auditor's Report
- Appendix 'D' - Public Officer's Report
- Appendix 'E' - Webmaster's Report
- Appendix 'F' - Heritage Officer's Report
- Appendix 'G' - Promotions & PR Officer's Report (Not available electronically, hard copy tabled)
- Appendix 'H' - SPAASSM Chairman's Report
- Appendix 'I' - Patron's Opening Address
- Appendix 'J' - Agreed Constitution
- Appendix 'K' - South Queensland Representative Report

PRESIDENT'S REPORT FOR THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC. 2007 AGM

Firstly, I must thank the Committee Members for their help and support throughout our first year; some by virtue of their position had more to do than others, but when required all responded.

The Association was formed as a requirement by the Australian War Memorial before we could proceed with the dedication of a memorial plaque. As it turned out, although the AWM were completely supportive, they could not approve the dedication of a plaque as it turned out that they were restricted by their Articles to recognise "units", and unfortunately the Apprentices School is not by definition a "unit".

Following on from this the Committee decided to pursue a feasibility study for a memorial. The Balcombe gates area was considered but for reasons I expanded upon in one of my "Presidents Updates" was discounted. Latchford Barracks was then investigated and although initially appearing favourable was again discounted. Currently we are looking at the memorial park opposite the Army Museum at Bandiana; this seems to be suitable but we have to now seek approval. If agreed, we have to have a design approved and the memorial funded and built. I do not expect to have the dedication within the next twelve months but hopefully a big celebration/dedication/parade in 2009.

The Committee endeavoured to organise a social function that could involve all members and their families, regardless of age, sex or location. It was thought that a fishing competition would meet these criteria and was duly organised and posted to the web and through my "Updates". The response was a resounding NIL, which has left the Committee in a bit of a quandary and rather loath to proceed with a couple of other suggestions; a weeklong social "Olympics" and a progressive caravan/camping tour to all states. These take time to organise and all Committee members are busy people and are disinclined to waste time. Member feedback and suggestions would be appreciated.

The membership system that was initially implemented turned out to be too complicated and created unacceptable delays in members receiving their membership packs. This procedure has now been streamlined and I am confident that memberships will now be processed in a reasonable time. I can only apologise to members who waited patiently for some months for their membership to be processed and for their understanding of the realities of volunteer committee members, all of whom have family and business responsibilities. I am moving a motion at the AGM to recognise these first year initial members and the delays in their membership by providing their second year membership free.

You will see from our financial statement that we have a reasonably healthy balance. As more funds become available we will open the store that Jack Westernhagen is responsible for and start making available memorabilia for members. However, I believe we must at all times maintain an operating account to be able to fund special projects as they arise, such as SPAASSM and the memorial.

I would like to particularly thank Peter Thornton for bringing the idea of preserving the photos, images, film, video and some print from the Apprentices heritage that was stored at the Army Museum by digitising and cataloguing the collection. Peter and his small sub-committee have spent much time and overcome the problems of release and transport of the collection to the AWM, who have provided valuable advice and support and a work and store room for the collection. I encourage all who are able to visit the display that Peter has organised at the AWM on Sunday. Any person able to assist with this project should contact Peter.

Finally, I must thank Rod Eagleton for his hard work in keeping our web site up to date and for his advice to the Committee on things computer and web.

Frank Poole
President



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED
 Incorporation No A04404
 GPO Box 2072, Canberra ACT 2601
 Patron : Lieutenant General Ken Gillespie A.O. D.S.C. C.S.M. Vice Chief of the Defence Force

VICE PRESIDENT - MECHANDISING MANAGER'S ANNUAL REPORT
25th August 2007

GENERAL

1. In accordance with the Inaurgal Committee Meeting of 22nd/23rd July 2006, Minute No. 12, Motion No. 10, it states that an Australian Army Apprentices Association Inc. Memorabilia Shop shall be introduced.
2. During the past 12 months the following Army Apprentices Association Inc. Memorabilia was approved by the Management Sub-Committee.

MEMORABILIA

- | | |
|------------------------------|--|
| a. <u>AAAA LAPEL BADGES</u> | The Supplier for this item is LEGA Pty Ltd, Mordialloc, Melbourne. This item is ordered in bulk quantities by the Membership Secretary for free issue to eligible members on joining the Association. Each Lapel Badge is serially numbered on the reverse side and a Register is maintained indicating to whom each Lapel Badge has been issued to. |
| b. <u>AAAA CAR TRANSFERS</u> | The Supplier for this item is Magnetic Memories Tullamarine, Melbourne. This item is ordered in bulk quantities by the Membership Secretary for free issue to eligible members together with a Label Badge on joining the Association. Additional stocks are held for sale through the Memorabilia Shop upon request. |
| c. <u>AAAA WALL PLAQUES</u> | The Supplier of this item is LEGA Pty. Ltd. This item can be ordered through the Memorabilia Shop upon request. |
| d. <u>AAAA CUFF LINKS</u> | The Supplier of this item is LEGA Pty. Ltd. This item can be ordered through the Memorabilia Shop upon request. |
| e. <u>AAAA TIE BARS</u> | The Supplier of this item is LEGA Pty. Ltd. This item can be ordered through the Memorabilia Shop upon request. |
| f. <u>AAAA TIE TACS</u> | The Supplier of this item is LEGA Pty. Ltd. This item can be ordered through the Memorabilia Shop upon request. |

(Items mentioned above can be viewed as Annex 'A' to this report.)

- | | |
|----------------------------|---|
| h. <u>AAAA GOLF CAPS</u> | The Supplier for this item is The Print Shop Sportswear Boronia, Melbourne. This item can be ordered through the Memorabilia Shop upon request. |
| i. <u>AAAA POLO SHIRTS</u> | The Supplier for this item is The Print Shop Sportswear, This item can be ordered through the Memorabilia Shop according to each members body measurements. |

2/...

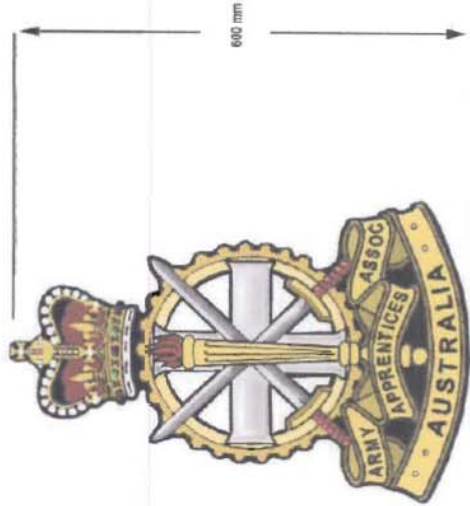
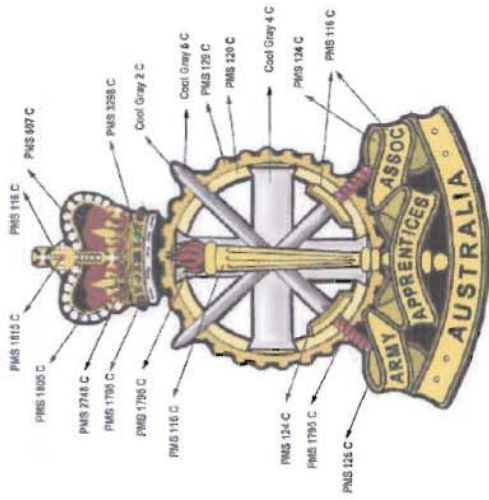
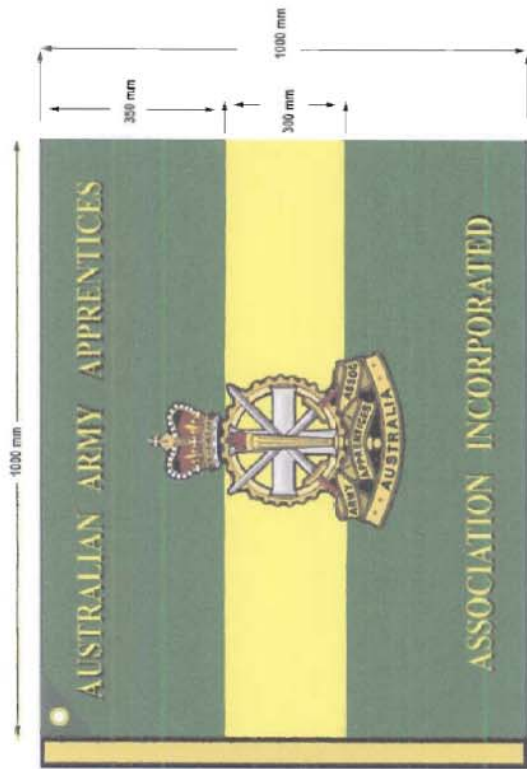


AAA MEMORABILIA PRICE LIST

- Item # 1 AAAA Stubby Holder @ \$10.00 ea. (incl. GST, P & H).
 Item # 2 AAAA Wall Plaque @ \$38.00 ea. (incl. GST, P & H).
 Item # 3 AAAA Personal Name Badge @ \$10.00 ea. (incl. GST, P & H).
 Item # 4 AAAA Key Ring @ \$2.00 ea. (incl. GST, P & H).
 Item # 5 AAAA Car Stickers @ \$2.00 ea., (incl. GST, P & H).
 Item # 6 AAAA Tie Bar @ \$10.00 ea. (incl. GST, P & H).
 Item # 7 AAAA Tie Tac @ \$10.00 ea. (incl. GST, P & H).
 Item # 8 AAAA Cuff Links @ \$10.00 pr. (incl. GST, P & H).

Note: Delivery Time from when Personal Order is Placed for Items #2 & #3 is 28 days.

THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED BANNER



ANNEX 'B'

Drawn by	Kevin Schneider	SECTION:	
Ref. No.		TITLE:	
	DESIGN APPROVED:	DRAWING No.	
DATE	-----	Design Authority	

TREASURER'S AND AUDITOR'S REPORT

Australian Army Apprentices Association (Inc)
Financial Report for FY 2006/2007

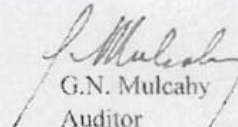
<u>Income</u>		<u>Expenditure</u>	
Initial operating advance	313.00	Purchases	1,968.20
Membership subscriptions	5,357.00	Sundries	240.00
Donations	175.00	Cash advances	200.00
Interest	0.14	Postage	26.00
10th Intake reunion	895.00	SPAASSM	139.47
	<u>\$6,740.14</u>	Bank charges	39.60
		10th Intake reunion	500.00
			<u>\$3,113.27</u>

Financial Position as at 30 June 2007

Income		\$6,740.14
Expenditure		\$3,113.27
Balance at Bank		\$3,626.87
Liabilities	Refund of initial operating advance	313.00
	Residual of 10th Intake reunion funds	395.00
	Total liabilities	<u>708.00</u>
Operating funds available		<u>\$2,918.87</u>



R.L. Wilson
Treasurer
15 August 2007



G.N. Mulcahy
Auditor
15 August 2007



AUDIT REPORT
AUSTRALIAN ARMY APPRENTICES ASSOCIATION
FINANCIAL YEAR 2006 - 2007

To the Members of the Army Apprentices Association

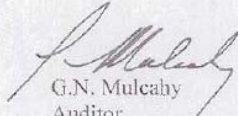
In my opinion, the financial report of the Australian Army Apprentices Association for the year ended 30 June 2007 gives a true and fair view of the Association's financial position for the financial year ended on that date.

The Audit Scope

A full audit was conducted of all financial documents and other documents as detailed at Annex A.

Association Membership

At 30 June 2007, the Association had 172 financial members.


G.N. Mulcahy
Auditor
15 August 2007



AUSTRALIAN ARMY APPRENTICES ASSOCIATION (INC)
FY 2006/2007 AUDIT DETAILS

Membership Payments

1. Receipt books to Membership List
2. Receipt books to Bank Deposit Book
 - a. Receipts 78551 to 78600- Book 1
 - b. Receipts 130601 to 130650- Book 2
 - c. Receipts 138651 to 138700- Book 3
 - d. Receipts 238351 to 238389- Book 4
 - e. Receipts 770401 to 770420- Book 5 (10th Intake Reunion)
3. Bank deposit book to bank statement- 16 statements

Purchases

4. Authorising Minute to Order Book
5. Order book to invoice
6. Invoice to cheque book
7. Cheque book to bank statement- 10 cheques

Statements

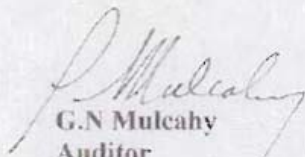
8. Receipts
 - a. Bank interest to bank statements- 6 statements
 - b. Membership subscriptions to receipt books
 - c. Donations to receipt books
 - d. 10th Intake Reunion receipts to receipt books

9. Payments

- a. Bank charges to bank statements
- b. Purchases and Sundries – from expenditure record, cheque book and bank statements
- c. Cash Advances from chequebook and bank statements
- d. Postage from receipts
- e. 10th Intake Reunion payment from expenditure record, cheque book and bank statement
- f. SPAASSM payment from expenditure record, chequebook, bank statement and receipts.
- g. GST from invoices and receipts.

Model Rules

10. Amendment from Minutes incorporated into Rules


G.N Mulcahy
Auditor
15 August 2007

REPORT BY PUBLIC OFFICER
FOR THE
ANNUAL GENERAL MEETING
25TH AUGUST 2007

AAAA Constitution and Rules

Discussions were held with the Registrar General's Office staff regarding amendments to the Model Rules and promulgating these on the Association's website. The Office's preferred approach was that the Association develop its own constitution.

Accordingly, a constitution was developed and is being presented to the Annual General Meeting for consideration. It is appreciated that there is scope for further refinement and submissions on such are invited. All submissions received after existing and new Members have had opportunity to peruse and comment on the format and content of the Constitution will be considered by the Committee. If appropriate, all proposed amendments will be referred to the next Annual General Meeting for endorsement.



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
ACT Incorporation No: A04404

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Webmasters Report

Prepared by Rod Eagleton for the 2007 AGM, to be held on 25th August 2007.

1. Attached is the Web site usage statistics for the year ending 31st July 2007 & a short overview is detailed below;
 - The total individual visits to the website for the period from September 2006 to 31 Jul 2007 were 12,238.
 - 44,286 pages were viewed in total.
 - July 2007 was the busiest month with 2,118 visits for the month.
2. From the graph attached, it can be seen that the web traffic is continuing to increase.
3. As at 31 July 2007 we have a total of 84 registered users for the 'forum'. This is gradually growing; however it is getting limited posts from the general membership.
4. As at 31 July 2007 there are a total of 605 photos in the 'Photo Archives' on the website. Again growing all of the time.
 - The system used keeps its own individual statistics & shows we have had 14,760 visits up to 31 July 2007.
 - To keep control of the content, the only ways to have photos added is to either email or post them to me (I'll post them back if required) & I'll put them up with whatever information you guys give me.
5. All members please to check the veracity of any entries requested for the 'Vale' page.
 - A few reversals have had to be made in the past (this request is already on the Forum).
 - As this is the least enjoyed aspect of being the webmaster, I will certainly pass on any complaints to the President with a copy to the individual who notified me if I get any correspondence from irate relatives.
 - This is also the reason why the cause of death is not listed.
6. Once again, another request to be updated on new members please. I have received no updates since the original list dated 28Jan07.

That's it from your friendly webmaster. So if you are going to the AGM, please drive safely & I'll see you there.

Regards,

Rod Eagleton
24th Fitter AAS
AAAA Inc Webmaster

FOR STATISTICS FOR THIS REPORT, PLEASE REFER TO THE ASSOCIATION WEB SITE.

**Australian Army Apprentice Association
Heritage Officer Report
Annual General Meeting 24 August 2007**

Apprentice Memorial

Located and confirmed existence of a Memorial to Graduates of the Army Apprentices School who have died on Operations. The memorial is situated in front of The Chapel of St Peter Latchford Barracks, Bonegilla. The memorial lists the names of 10 apprentices who died in Malaya, Borneo and Vietnam. Photographs of the memorial are on the AAAA Web Site (thanks to WO1 Glenn Johnson, 34th P&G). The only aspect that detracts from the memorial is the absence of an apprentice badge (It has a rising sun badge only).

Balcombe Gates

Last year there was some uncertainty as to the status of the Balcombe Gates. This uncertainty was clouded because there are two set of gates significant to the association:

- **The Memorial (Marine) Gates, Balcombe.** Dedicated in 1954 to honour the 1st Marine Division. The gates are listed on the Mornington Shire Heritage Overlay Schedule. The schedule includes the brick piers, gates, car park and Mace Oval. There remains some doubt as to whether the gates are still attached to the piers. Is any member able to verify?
- **The Balcombe Gates, Bonegilla.** These are the Metal Trades Wing gates manufactured in 1955 by Apprentices Mitchell, McWhinney and Moore. The gates were relocated to Latchford Barracks after the closure of Balcombe, utilising funds left over from the 1982 reunion. The gates are located at the entrance to Latchford Barracks. Photos should be on the web site (thanks again to Glenn).

Both sets of gates have been referred to as the Balcombe Gates. To reduce some confusion I recommend that the gates at Balcombe be referred to as the "Marine Gates Balcombe" and the other Latchford Barracks gates the "Balcombe Gates."

The Special Project for Army Apprentices School Special Material (SPAASM).

This project is a major undertaking for the association. A brief will be provided by Peter Thornton the Project Manager. Special thanks worthy of commendation should be provided by the association to Peter for his contribution and effort. Note: Volunteers are needed for this project to progress.

Other/future activities

- Continued development a heritage register for the association.
- Investigation of the apprentice scheme run by the AMF 1939-42.

Chris Moon (32nd C&J)
Heritage Officer
AAAA



THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.
ACT Incorporation No: A04404

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Project Update (2007 AGM) - Project SPAASSM - 25 August 2007

PROJECT UPDATE - PROJECT SPAASSM

(Special Project for Army Apprentice School Special Material)

Prepared and written by Peter Thornton - 35th ET

Introduction

This document contains a project update to Project SPAASSM for the AAAA Inc Annual General Meeting 25 August 2007.

General

Since the May 24 update, Project SPAASSM completed further survey work which has revealed that the collection is quite a bit larger than originally thought (please see revised estimates below). The project has also completed and submitted an application for funding to the Australian National Library's Community Heritage Grants scheme. The Association/Project will be advised in late September of its success or not but funding will not be available until November if successful. Further funding submissions are planned to be submitted to the Department of Veteran Affairs and the Department of Defence (Chief of Army), but unfortunately the progress of these submissions have been delayed due to the personal circumstances of some of the project team.

Current Activities and Investigations

Project team members have undertaken a review of the material on hand. It is re-estimated that the archive collection contains the following quantities, which is far in excess of what was originally envisaged and advised. They are:

1. Photographs - 10,000+ (originally thought to be approx 4000-5000 (which was up from an initial advised 2000) - the archive also includes an unknown number of duplicates included in this figure);
2. U-Matic Tapes - 176 Tapes in total - 26 are of specific interest to the Project;
3. 35mm Slides and Photo Negatives - 803 (originally thought to be approx. 600)
4. Scrap Books, Recruiting Pams and other documents - 5 boxes (estimated to be approximately 20,000 pages).

Given advice from several technical authorities, the project has not progressed viewing any of the U-matic tapes in case we inadvertently contribute to the (further) damage or deterioration of the material. This very issue does change possible strategies in our digitising this material and pretty well negates the project trying to complete this task within its own resources. In this view, it is intended to seek professional assistance (hopefully at nil cost) from the National Screen & Sound Archive in this endeavour.

Budget

On the 24 May 2007, the AAAA Inc Committee approved an increase in the project budget from \$200 to \$500. Total expenditure for FY 2006/2007 has been \$139.47 with un-presented receipts of \$59.44 still to be submitted. These costs were predominately incurred in the recovery of the AAS material from Bandiana.

The project intends to utilise the new allocated funding in part to acquire limited supplies of approved archive storage supplies for our survey efforts of the documents.

A more detailed budget breakdown will be presented to the Board when further potential sponsorship information comes to hand.

Project Update (2007 AGM) - Project SPAASSM - 25 August 2007

Page 1 of 2

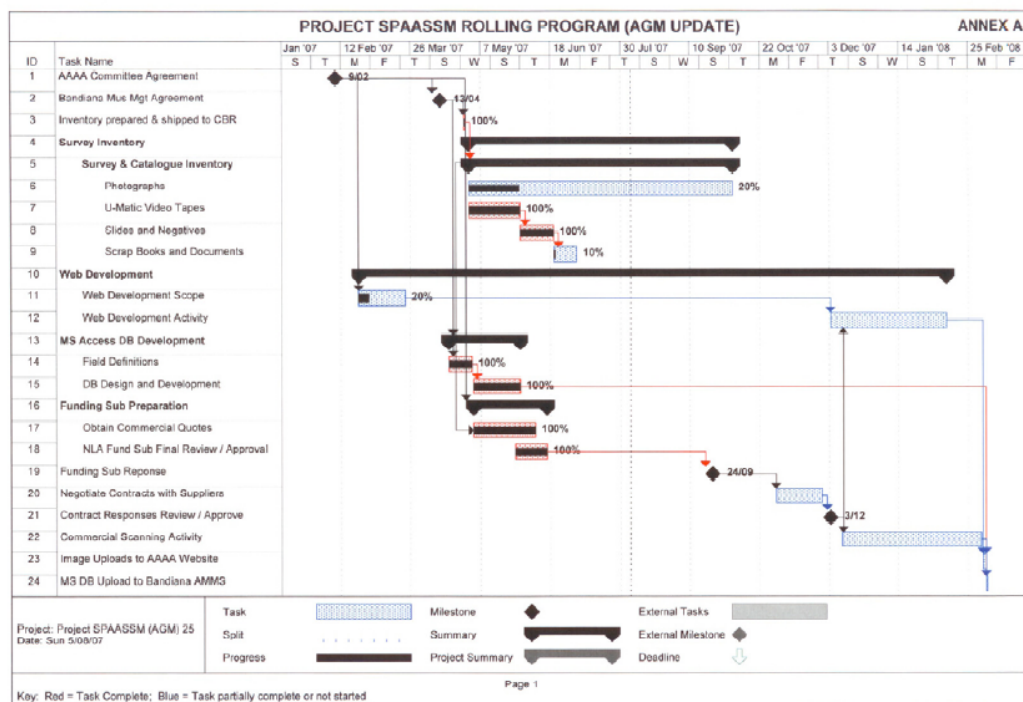


Project Plan Update

With the foregoing information in mind, the updated project plan at Annex A provides the current status on project scheduling and completed tasks so far (tasks marked in red are 100% completed). As can be seen from initial assumptions, the project has slipped considerably due to protracted negotiations with Bandiana, resource limitations in both personnel availability and of course lack of adequate funding.

Conclusion

Project SPAASSM has unfortunately run into a number of delays of which the greatest is the availability of key project volunteers. Sponsorship will be critical in the progression of the project from this point forward in order to save additional costs to the Association more generally. However, if sponsorship bids fail then further consideration by the Association may need to be undertaken.



**AUSTRALIAN ARMY APPRENTICE ASSOCIATION AGM– 25 Aug 07
Opening Address by Patron, Lt General Ken Gillespie, AO, DSC, CSM**

"Apprentice training in the Army now and possibilities in the future".

- In 1995 Army migrated from an apprentice program (Army Apprenticeship Scheme (AAS)) designed for personnel aged 15-17 to an adult trade training scheme (Army Trade Training Scheme (ATTS)) for soldiers aged 17-45. Army continues to deliver ‘apprentice training’ in technical trades albeit that the apprentices are mature age (minimum of 16 years and nine months).
- Reasons for change:
 - To accommodate the changing demographic of applicants wanting to undertake army technical trade training (in the last years of AAS, most apprentices were 17+ on commencement of training and had attained year 11 or 12 education standard).
 - To align the method of training to reflect a more flexible ‘adult learning environment’ with much of the training self-paced as opposed to ‘lock-stepped’. A style of learning that was considered optimum for adults however unsuitable for minors.
 - To allow for individual knowledge, skills and experience based accelerated progression through trade training (speedier development of a tradesperson through the training pipeline).
 - Streamline training by removal of duplicated or nugatory instruction. Training no longer requires trainees to re-learn knowledge that they already possess and has removed of all formal secondary education components (‘streamlined delivery of tradespersons to the workforce’).
 - To significantly reduce the duty of care issues and *in loco parentis* associated with mix of gender, minors and adults.
- Currently, Army School of Electrical and Mechanical Engineers has a capacity of 350 ATTS trainees (as opposed to the 300 under AAS delivered at Bonegilla). Apart from age and training delivery methods, the current process is not that dissimilar from the system or outcomes of previous apprentice schemes while complying with requirements for recognition under the National Skills Framework.
- Future training options for Defence are being continually explored. Defence Force Recruiting is in the process of reviewing options for involvement in the Australian Technical Colleges Program. A program in which students’ complete years 11 and 12 in conjunction with initial apprenticeship training followed by completion of apprenticeship with an employer.
- Although the motivation for performance of individuals has been provided in the way of training advancement and eventual financial reward, the training is no longer conducive to nurturing the level of bonding/ camaraderie previously developed over two years under the apprentice battalion construct.
- The issue for Army now and into the future is how to attract the right calibre of personnel with the ability to cope with evolving technological complexity.



CONSTITUTION OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED

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AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED

Part 1.A Name

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

Part 1.B 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 spouses.
- c. To promote the maintenance of the Marine Gates, Mace Oval and the Parade Ground.
- 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.

Part 1.C 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.

Part 1.2 Membership

1 Membership Qualifications

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

- a. has been nominated for membership in accordance with Part 1.2- 2; and
- b. has been approved for membership of the Association by the Committee of the Association, hereafter referred to as the "Committee".

2 Nomination for Membership

- a. A nomination of a person for membership of the Association shall be:
 - (1) made by a member of the Association 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 nominee of the amounts mentioned in Part 1.2- 6, enter the nominee's name in the register of members and, on the name being so entered, the nominee becomes a member of the Association.

3 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 allocated a class intake number, and attended the Army Apprentices School at Balcombe or Bonegilla or the Army College of TAFE at Bonegilla for no less than 12 months.
- 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 it will be taken to include Associate.

4 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.

5 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.

6 Fees, Subscriptions etc

- a. The entrance fee to the Association is \$10, or any other amount, which has been determined by resolution of the Committee.
- b. The annual membership fees of the Association are:
 - Member \$25.00 per annum;
 - Retired Member \$20.00 per annum;
 - Life Member Nil;
 - Associate \$20.00 per annum; or
 - any other amount that has been determined by resolution of the Committee.

The annual membership fee is payable within a month of the anniversary of the date on which the membership was first approved.

The entrance fee is a once only payment on initial application to join the Association. 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 entrance fee.

7 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 Part 1.2- 6.

8 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

9 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;
- b. may exercise all functions that may be exercised by the Association other than those functions that are required by these rules 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.

10 Association Committee and Appointments – Composition and Membership

See Annex A

Part 1.4 General Meetings

See Annex B

Part 1.5 Miscellaneous

11 Funds—Source

The funds of the Association shall be derived from:

- a. entrance fees and annual subscriptions of members;
- b. donations; and
- c. subject to any resolution passed by the Association in general meeting and any other sources that the Committee decides..

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.

The Association shall, as soon as practicable after receiving any money, issue an appropriate receipt.

12 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.

13 Alteration of Objects and Rules

Neither the objects of the Association nor these rules may be altered except in accordance with the Act.

14 Custody of Books

Subject to the Act, the regulation and these rules, 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

15 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.

16 Service of Notice

For these rules, 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.

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 these rules, 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.

17 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).

18 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.

Annex A - Committee

Attachment 1 – MEMBERSHIP APPLICATION FORM

Annex B - Meetings

Attachment 1 - FORM OF APPOINTMENT OF PROXY

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

**PART 1 - ASSOCIATION COMMITTEES AND APPOINTMENTS - COMPOSITION
AND MEMBERSHIP**

1. Committee

The Committee consists of:

- a. the Office-Bearers of the Association;
- b. the Promotions and PR Officer;
- c. the Welfare Officer;
- d. the Public Officer;
- e. the Heritage Officer;
- f. the Social Officer;
- g. the Webmaster;
- h. six Ordinary Committee Members; and
- i. 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

Each member of the Committee holds office, subject to these rules, for two years following the date of the member's election, but is eligible for re-election. Nominations for each office shall then be called for and the incumbent shall remain in office until replaced. 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. Regional Representatives shall reside in the regions that they represent and their appointments shall be for twelve months. 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 these rules, until the conclusion of the next annual general meeting after the date of the appointment. The following officers shall be subject to re-election at the first annual general meeting:

- a. President,
- b. Secretary,
- c. Promotions and PR Officer,
- d. Heritage Officer,
- e. Webmaster, and

- f. Ordinary Committee Member x 3.

4. **Election of Committee**

Nominations of candidates for election as Committee members:

- a. shall 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); and
- b. shall be 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.

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.

If insufficient further nominations are received, any vacant positions remaining on the Committee are taken to be vacancies.

If the number of nominations received is equal to the number of vacancies to be filled, the people nominated are taken to be elected.

If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.

The ballot for the election of Committee members shall be conducted at the annual general meeting in the way the Committee may direct.

A person is not eligible to simultaneously hold more than one position on the Committee, except for being a Regional Representative..

5. **Management Sub-Committee**

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

6. **Other Appointees**

The Association shall have the following non-voting Appointments:

- a. Legal Adviser,
- b. Auditor,
- c. Patron, and
- d. 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:

- To be responsible for all activities of the Association.
- To represent the Association.
- To promote the Association and its objectives.
- To call Management Sub-Committee, committee and general meetings.
- To chair Management Sub-Committee, committee and general meetings.
- To ensure the efficient running of the Association through the responsible Committee member.

b. Vice-President

- To assist the President in his or her duties as required.
- To chair meetings in the absence of the President.
- To ensure the administration and support for meetings and that correct notices have been given to Association members.
- Working with the Treasurer, approve applications for membership.
- 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.
 - (d) 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 the Rules are approved by the ACT RGO and are then incorporated into the Master Rules of the Association, along with details of motions affecting those changes.
4. To ensure that the Master Rules are 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.

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 fees and arrange for their deposit in the Association bank account.
 - (c) To receipt all fees and return to members along with any membership items that may apply within 21 days.
 - (d) To record and maintain a membership list. The membership list shall not be released to any person outside the Committee without approval of the Management Sub-Committee.
 - (e) 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. Promotions and PR Officer:

1. To promote membership of the Association.
2. To provide information on the Association when requested.
3. To prepare PR releases as appropriate or as directed by the Management Sub-Committee.
4. To maintain a "scrap-book" on items published affecting the Association.
5. Warn the Management Sub-Committee when unfavourable or embarrassing situations arise.
6. Through the Webmaster, post membership news on a regular basis to the Association Web site.
7. To receive items of interest from members for inclusion in membership news.
8. With input from Committee officers, produce the Annual Report for presentation to the annual general meeting.

f. 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 advise 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 organize 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.

h. 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 structure or item maintained.
4. Organise for appropriate plaques to be provided explaining the significance of the site.
5. Maintain a history of the Army Apprentices and their schools.

i. Social Officer:

1. Assist intake groups with the organization of reunions when requested.
2. Organise catering and social activities when required for meetings and Association gatherings.

j. 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.

k. Regional Representatives:

1. When organized at the following regional levels, to represent the Association in those area, 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.

l. Ordinary Committee Members:

Ordinary Committee Members will be allocated to assist other committee members as required, or sub-committees.

m. Management Sub-Committee

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(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.

ATTACHMENT ONE TO ANNEX A TO THE CONSTITUTION OF THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INCORPORATED

THE AUSTRALIAN ARMY APPRENTICES ASSOCIATION INC.



ACT Incorporation No: A04404

907

APPLICATION

*Delete if not applicable #Compulsory Information (^Not required for Associates)
For *Ordinary Membership / *Retired Membership/ *Associate of The Australian Army Apprentices Association Inc. (AAAA Inc.)

I, *Title / Rank: _____ #Given Names: _____

#Surname: _____

Street: _____ Home: () _____
PO Box N^o: _____ Work: () _____
#Address: Suburb: _____ #Phone Numbers: Mobile: _____
Post Code: _____
Country: _____

#Email: _____ #DOB: / /

Partner's Name: _____

^Intake No: _____ # ^Trade: _____ # ^Corps: _____

Decorations: _____

^Service No _____ Current Occupation/Posting/Fully Retired: _____

^ Year of Discharge/Still Serving: _____

*In Receipt of a Govt Age Pension / *Self Funded: Y /N

I, the above mentioned, hereby apply to join the Australian Army Apprentices Association Inc. and agree to be bound by the Rules and By-Laws of the Association.

Signature: _____ Date: / /

Joining Fee - \$10:00 (Applies to all)

Ordinary Members: Annual Subscription - \$25:00 **Associates:** Annual Subscription - \$20:00
Retired Members: Annual Subscription - \$20:00

OFFICIAL USE ONLY

Membership No: _____	Receipt No: _____	Remarks
Associate No: _____	Receipt No: _____	
Record on Membership Lists	Register: <input type="checkbox"/> Members: <input type="checkbox"/>	
	Mail: <input type="checkbox"/> Financial: <input type="checkbox"/>	

PLEASE FORWARD THE COMPLETED APPLICATION FORM PLUS CHEQUE/MONEY ORDER TO:

**The Secretary
Australian Army Apprentices Association Inc.
GPO Box 2072
CANBERRA ACT 2601**

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

MEETINGS

1. Annual General Meetings

- a. The Association shall call an annual general 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;
 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 part.

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 these rules to vote is present during the time the meeting is considering that item.
- b. Five members present in person (who are entitled under these rules 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.
- a. 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.
- b. 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 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 Attachment 1.

Attachment 1. Form of Proxy

ATTACHMENT 1 TO ANNEX B – MEETINGS

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).

.....
(Signature of member
appointing proxy)
(*To be inserted if desired.)

Date

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

AUSTRALIAN ARMY APPRENTICES ASSOCIATION Inc Report South East Qld

The Annual Army Apprentices Re-union – South East Queensland was once again held at the old Sergeants Mess at Bulimba on the Sunday of the Queen's Birthday weekend in June. This was the 8th year and although attendance was down on previous years, those who attended had a great time.

Attendance ranged from Col Hill (3rd intake), Max Pedersen (4th intake) up to Jeff Maurice (33rd Intake). A surprise visitor was Ross Grant who is currently living in Victoria having just returned from a 2-year stint working in the United Kingdom.

The 8th intake held a weekend reunion and after lunch at a strawberry farm turned up in the afternoon for a sausage sizzle, before doddling off in their bus to their next activity.

Frank Maloney (13th), the promotions officer for the Army Apprentices Association spoke about the aims and objectives of the Association and stressed for the Association to survive it needs the support of apprentices, to join look up the web site at www.austarmyapprentice.org, Email membership@austarmyapprentice.org or write to AAAA Inc GPO Box 2072, Canberra ACT 2601.

Next year, is the 60th year since the Army Apprentices School commenced operation and there was talk on the day of how this could be celebrated.

The men of the 12th intake who graduated on the 12th day of the 12th month of the 12th year of AAS are having a reunion on the Gold Coast on 31st August 2007. They are inviting adjacent intakes as well. If you wish to attend please contact Dennis Anspach by either of the following; mallaraba@bigpond.com or 07-5524 5798.

Attached are a couple of photos – one shows Appys from the 2nd, 4th, 13th and 14th intake, with the other showing a view of the reunion site at the Bulimba Barracks.

Regards

Brian Daley 14th MV
Sth Qld Rep