

BUNDABERG EX SERVICEWOMEN'S ASSOCIATION: BY-LAWS

1	Administrative & Planning Matters	Resolution Details	Ref No
1.1	Planning Guides	That the association produce and maintain comprehensive guidelines for the planning and conduct of events and activities in which the association has a significant role.	Feb-13
1.3	By-Laws and Schedule	That the secretary is to ensure that all members, including new members, are issued with a set of association bylaws and the schedule annexed to the by laws	Feb-13
1.4	Schedule	That a schedule recording a list of items (e.g. approved donations, names of association approved Signatories, etc.) which relates to these by laws is to be maintained and kept up to date by the secretary. The schedule may be amended at any time by the management committee. All amendments are to be notified to Association members and where necessary a new re-print schedule issued. The schedule is to be an annex to the association by laws.	MC 12d 19Jan15
1.5	Property Register	That the secretary maintain an up to date register of association property.	MC12a 17Aug15
1.6	Identifying name	That 'Bundaberg District Women Veterans' be adopted as an alternative name to be used in identifying the Association and members in any way the management committee approve.	MC 12b 20Feb17
1.7	Postal Office Box 397	That the key holders authorized to collect association mail for the association post office box be the secretary and president or in their absence another member of the management committee as authorized at a meeting of the committee.	MC 12d 20Feb17
2	Banner, Badges & Symbols	Resolution Details	Ref No
2.1	Committee Position Plates	That a plate showing the committee position with the association badge be purchased for committee members during their term of office, at the association's expense.	MC 12d 19Jan15
2.2	Members Name Plates	That a plate showing the members name and service along with the association badge on a silver or white background be the preferred style for the members name plate and may be purchased at the member's expense.	MC 12d 19Jan15
2.3	Association Banners	That due to its age and fragile condition, the original, circa 1971, cloth association banner only be used for special ceremonial occasions, as deemed by the management committee, where it is unlikely to be damaged, and that the 2012 banner, made of vinyl, be used for all occasions where the banner is required.	Feb-13
2.4	Remembering Our War Nurses Logo	That use of the Remembering Our War Nurses logos in any form must be approved by the management committee.	MC 12d 19Jan15
2.5	Association Logo and Badge	That use of the association logo or badge in any form must be approved by the management committee	MC 12d 19Jan15
2.6	Bundaberg District Women Veterans Logo	That use of the Bundaberg District Women Veterans logos in any form must be approved by the management committee.	MC 12c 20Feb17
2.7	Bundaberg District Women Veterans Shirt	That shirts embroidered with the Women's Veterans logo may be worn by ordinary (service) association members only; and those with the addition of the wording 'Friends and Associates of the' may be worn by FOE or Associate association members only.	MC 12b 15May17
3	Ceremonial Activities & Events	Resolution Details	Ref No

3.1	ANZAC Day:- War Nurses Memorial	That the association conduct the ANZAC Day service at the War Nurses Memorial in accordance with the programme approved by the management committee, and endorsed by the Bundaberg Regional Council.	MC 12d 19Jan15
3.2	ANZAC Bus Trip	That a pre-ANZAC Day bus trip where tributes are placed on memorials in the region be undertaken at least tri-annually.	MC 12d 19Jan15
3.3	Quiet Moment	That a 'Quiet Moment' be observed at the Servicewomen's Memorial, annually where possible.	MC 12d 19Jan15
3.4	Quiet Moment, Roll Call	That the names of members deceased since the last Quiet Moment observance, be read at each observance, and be provided to the Council of Ex-Servicewomen's Associations (Qld) in time for reading at their annual service at Pine Rivers.	MC 12d 19Jan15
4	Financial Matters	Resolution Details	Ref No
4.1	Auditor	That the auditor be paid a gratuity as approved by the management committee following the completion of annual audit.	MC 12d 19Jan15
4.2	Donations	That a list of association donations be maintained, reviewed and approved annually by the management committee. The list to be recorded on the schedule annexed to these by laws.	MC 12d 19Jan15
4.3	Bus Travel Subsidy	a) That where bus transport has been arranged by the association, a member's contribution is to be no more than recorded on the schedule annexed to these by laws, with the association contributing the balance of transport costs. b) That each activity where bus hire is to occur, a minimum number of travellers be set by the committee to aim that the outlay by the association is no more than 50% of the cost of hire.	a) Feb-13 b) MC 12c 17Oct16
4.4	Signatories	That the signatory for Association Accounts be the President, Treasurer, Vice President, Secretary and Assistant Treasurer with any two to sign and that the names of these office bearers be recorded in the Schedule.	MC 19Aug13 12.j
4.5	EFT Limit	That the daily limit for Electronic Funds Transfer from the Association Westpac account be as recorded on the schedule.	MC12a 17Aug15
4.6	Subsidy	That subsidies for attending an association activity or function apply to members only unless otherwise approved; and that the management committee be the approving authority.	MC 12b 19Oct15
4.7	History Fundraising	That when the association runs Super Saturday during the month of January , the proceeds are to be allocated towards the history project.	Feb-13
5	Meetings	Resolution Details	Ref No
5.1	AGM	That the association patron, or in her absence, a member elected from the meeting chair the election of president at the annual general meeting.	17Mar14 12.b
5.2	Meeting Raffle	That the cost of a ticket for the monthly raffle be as scheduled	MC12a 17Aug15
6	Membership, Patron, FoE's & Free subscription	Resolution Details	Ref No
6.1	Subscription	That the annual membership subscription be reviewed annually by the management committee and presented to a general meeting for approval. Changes to be recorded in the schedule to these by laws.	MC 12d 19Jan15
6.2	Patron	That a Patron be appointed for the Association.	Apr 08
6.3	Life Membership	That life membership criteria be "that a member being nominated for life membership of the association, must have been financial continuously for a period of at least ten years immediately prior to date of citation, and	MC 12d 19Jan15

		have rendered seven years of outstanding and meritorious work for the association".	
6.4	Friends of Ex Servicewomen (FoEs)	That a FoE is a person who has supported and or assisted our Association over a reasonable period of time prior to 10Apr2015 and who has been accepted by the members as a Friend. FoE's pay no membership subscription and from 10Apr2015 are afforded Associate Member status. A list of approved FoEs is to be maintained on the Schedule annexed to these By Laws.	MC 12a 18May15
6.5	Free Subscription	That a member over the age of eighty or who is in difficult circumstances and who has been a financial member of the association for at least two years can be exempted from paying the annual membership subscription for life or for a stated period by the management committee. A list of these members is to appear on the schedule annexed to these by laws.	MC 12d 19Jan15
6.6	Eligibility Interpretation	That eligibili8ty interpretation of constitution clause 5 (a) 'Ex Servicewoman' includes a female who has served in the permanent Australian Defence Forces and later undertakes reserve service.	MC 12a2 21Mar16
6.7	Pro-rata membership	That applications for membership approved after 30 September of any year enable the applicant to be considered financial through to the end of the following financial year.	MC 12a3 17Oct16
7	Activities & Events	Resolution Details	Ref No
7.1	Annual Calendar	That a calendar of activities be produced by the management committee and distributed to members.	MC 12d 19Jan15
7.2	5 year Reunions	That the association celebrate major reunion birthdays every 5 years over a weekend in July.	MC 12d 19Jan15
7.3	Historical Records	That members be encouraged to share their personal photographs and newspaper clippings relating to association activities.	MC 12d 19Jan15