

THE FLEET AIR ARM ASSOCIATION OF AUSTRALIA INC.

**Incorporated in Western Australia
Australian Registered Body
No. 071 291 677**

CONSTITUTION

ADMENDMENT RECORD

<u>TITLE</u>	<u>DATE</u>	<u>SIGNATURE</u>
Australian Securities Commission Acceptance	29 Sep 1995	
General Council Special Resolution	13 Oct 2001	
Department of Commerce WA Approval	02 Jan 2002	
FAAAA Federal Council Annual General Meeting	28 Oct 2007	
Department of Commerce WA Approval	28 Nov 2007	
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FAAAA Federal Council Annual General Meeting Special Resolution	29 Oct 2011	
Department of Commerce WA Approval	24 Jan 2012	
FAAAA Federal Council Annual General Meeting	26 Oct 2012	
Department of Commerce WA Approval	06 Dec 2012	
FAAAA Federal Council Annual General Meeting	26 Oct 2013	
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FAAAA Federal Council Annual General Meeting	25 Oct 2014	
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FAAAA Federal Council Annual General Meeting	25 Oct 2016	
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FAAAA Federal Council Annual General Meeting	21 Oct 2017	
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FAAAA Federal Council Annual General Meeting Associations & Charities Branch WA	14 June 2022	

THE FLEET AIR ARM ASSOCIATION OF AUSTRALIA INC.

CONSTITUTION

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1. NAME

The Association is "The Fleet Air Arm Association of Australia Inc.", hereinafter referred to as "The Association".

The Association is a formation or gathering of former and serving personnel of the Royal Australian Navy or other navies, who have served in naval aviation billets or in support of naval aviation; and other individuals who have an interest in naval aviation and the Fleet Air Arm.

These personnel have formed into Divisions within their home, or nominated, State or Territory with the desire to promote the objects of The Association.

2. INTERPRETATION

In this Constitution unless the contrary intention appears:

2.1 **"Associate Member"** means a person admitted to that class of membership by a Division.

2.2 **"Capitation Fee"** is an annual fee payable by a Division to the National Treasurer in respect of each of their Registered Members at a specified time. The amount of the Capitation Fee, and the date becoming due and payable, shall be determined annually by the Federal Council.

2.3 **"Delegate"** means that person nominated by a Division as a member of the Federal Council.

2.4 **"Division"** means a self-regulating branch of The Association, sharing in full the objects of The Association.

2.5 **"Federal Council"** means, collectively, the National Executive and the Delegates of the Divisions.

2.6 **"Financial Year"** means each period of 12 consecutive months commencing at the expiration of the previous financial year of The Association, i.e., from 1 July to 30 June.

2.7 **"Full Member"** means a person who has been admitted to that class of membership by a Division.

2.8 **"Honorary Member"** means a person admitted to that class of membership by a Division.

2.9 **"Life Member"** means a person who has been admitted to that

class of membership of The Association by the Federal Council. The tenure of Life Membership shall be enduring and shall be for the life of the Association.

- 2.10 **"National Executive"** means those persons elected by the Federal Council.
- 2.11 **"Registered Member"** means a person who has been accepted as a member of a Division under any class of membership.
- 2.12 **"Registration Fee"** is a fee payable by a Division to the National Treasurer in respect of each Full Member and Associate Member when they first join the Association. The amount of the Registration Fee, and the date becoming due and payable, shall be determined annually by the Federal Council.
- 2.13 **"Special Resolution"** "A Resolution is a "special resolution", if it is passed by a majority of not less than three-fourths of the Members of the Association who are entitled under the rules of the Association to vote and vote in person or, where proxies or postal votes are allowed by the rules of the Association by proxy or postal vote, at a General Meeting of which notice specifying the intension to propose the resolution as a special resolution was given in accordance with those rules.
- 2.14 **"Subscription Fee"** is the annual membership fee payable by Full Members and Associate Members to their Division. The amount of the Subscription Fee shall be determined by the Division to which they belong.
- 2.15 Words importing the masculine gender include the feminine gender and the words importing the feminine gender include the masculine gender.
- 2.16 Words in the singular include the plural and words in the plural include the singular.
- 2.17 Officer when referred to means Office Bearer.

3. OBJECTS

The objects for which The Association is established are to:

- 3.1 unite former and serving naval aviation personnel;
- 3.2 maintain the bonds of friendship and esprit de corps in naval aviation;
- 3.3 assist with the welfare of former and serving naval aviation personnel and their families;
- 3.4 support the Fleet Air Arm Museum and its continued development as determined by the Custodians of the Museum;
- 3.5 provide a forum for naval aviation matters;
- 3.6 foster the preservation of the history of aviation in the RAN;
- 3.7 do all such other things to promote and further the objects of The Association; and,
- 3.8 apply the property and the income of The Association solely towards the promotion of the objects of The Association and no part of that property or income may be paid or otherwise distributed, directly or indirectly, to members, except in good faith in the promotion of those objects.

4. POWERS

The Association has the legal powers of a natural person and, without limiting the generality of the foregoing has power to:

- 4.1 carry out all or any of the above objects either alone or in conjunction with other bodies, authorities or persons;
- 4.2 purchase, take on lease or in exchange, hire or otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of The Association **PROVIDED THAT** in case The Association shall take or hold any property which may be subject to any trusts, it shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- 4.3 enter into any arrangements with any government institution, municipal, local or other authority, that may seem conducive to

- enable The Association to carry out its objects or any of them, to seek and obtain from any such government, government institution or authority any rights, privileges and concessions which The Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- 4.4 appoint, employ, suspend or remove such managerial, secretarial, clerical and other staff as may be necessary or convenient for the purposes of The Association;
 - 4.5 establish and support or aid in the establishment and support of superannuation and insurance schemes calculated to benefit employees or past employees of The Association or their dependants and to grant such pensions and allowances to such person as may be deemed appropriate from time to time;
 - 4.6 invest and deal with the money of The Association not immediately required in such manner and upon such securities as may from time to time be determined;
 - 4.7 borrow any moneys required by The Association upon such security as may be determined or without security and to make, accept and endorse cheques, promissory notes, bills of exchange and other negotiable instruments;
 - 4.8 lend or advance money or give credit to any person or corporation, to guarantee or give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or corporation and to secure in any way the repayment of moneys lent or advanced to or the liabilities incurred by any person or corporation;
 - 4.9 make, draw, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
 - 4.10 take or hold mortgages, liens and charges to secure payment of the purchase price or any unpaid balance of the purchase price, of any part of The Association's property of whatsoever kind sold by The Association or any money due to The Association from purchasers and others;
 - 4.11 sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of The Association;
 - 4.12 take any gift or property whether subject to any special trust or not, for any one or more of the objects of The Association but

subject always to the proviso in sub-paragraph 4.2;

- 4.13 establish and maintain relations and affiliations with organisations having similar or the same objects as The Association;
- 4.14 print and publish any newspapers, periodicals, books, journals, magazines, articles and leaflets that The Association may think desirable for the promotion of its objects;
- 4.15 'in extremis', amalgamate with any companies, institutions, societies or associations having objects altogether or in part similar to those of The Association;
- 4.16 purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities, and engagements of any one or more of the companies, institutions, societies or associations with which The Association is authorised to amalgamate;
- 4.17 transfer all or any part of the property, assets, liabilities and engagements of The Association to any one or more of the companies, institutions, societies or associations with which The Association is authorised to amalgamate;
- 4.18 make donations for patriotic or charitable purposes; and,
- 4.19 do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of The Association.

5. MEMBERSHIP

- 5.1 Membership within a Division may be in the form of any or all of the following classes:
 - I. Full Members.
 - II. Associate Members.
 - III. Life Members; and,
 - IV. Honorary Members.
- 5.2 Every registered member of The Association undertakes to contribute to the assets of The Association and in the event of the same being wound up while they are members, or within 1 year after they cease to be members, for payment of the debts and liabilities of The Association contracted before they ceased to be members and of the costs, charges and expenses of winding up and for the adjustments of the rights of the contributions among themselves, such as may be required, not exceeding \$2.

6. FULL MEMBERS

- 6.1 Former and serving personnel of the RAN or other navies who have served for not less than 12 months in naval aviation or in support of naval aviation may be admitted by a Division to The Association as a Full Member.
- 6.2 A person admitted as a Full Member of a Division shall be deemed to have agreed to be bound by the provisions of this Constitution and their Division's Constitution or Rules.
- 6.3 A Full Member shall be liable to pay any prescribed subscription fee to their Division.
- 6.4 A Full Member shall be entitled to:
 - I. receive notice of their Division's plenary Meetings;
 - II. attend and vote at their Division's plenary Meetings; and,
 - III. be eligible to hold any office in their Division or The Association.

7. ASSOCIATE MEMBERS

- 7.1 A person who has an interest in the Fleet Air Arm but is not entitled to join as a Full Member may be admitted by a Division to The Association as an Associate Member.
- 7.2 A person admitted as an Associate Member shall be deemed to have agreed to be bound by the provisions of this Constitution and their Division's Constitution or Rules.
- 7.3 An Associate Member shall be liable to pay any prescribed subscription fee to their Division.
- 7.4 An Associate Member shall be entitled to receive notice of and attend their Division's plenary Meetings, but not:
 - I. vote at any meeting; or,
 - II. be eligible to hold any office in their Division or The Association.

8. LIFE MEMBERS

8.1 Life Membership is the most prestigious honour the Association can bestow upon any individual and each nomination is to be carefully scrutinized to ensure it is worthy of such recognition. In consideration of nominations the Council is to have regard to:

- i. Only members who have provided exceptional or extraordinary service over a significant period of time should be considered for the award of Life Membership, in this regard the achievement of long service without clear demonstration that it was of an exceptional or extraordinary nature will not of itself be regarded as sufficient.
- ii. Nominations must be submitted as a Motion and must be accompanied by a statement detailing the nature of the exceptional or extraordinary service they have performed, how this has benefitted the Association and why it should justify the award of Life Membership.
- iii. Acceptance or rejection of each nomination will be based on a simple majority of votes by members of the Federal Council, for or against votes shall be apportioned as per Clause 14 of this Constitution.
- iv. The rejection of a nomination is not a reflection on the quality of that person or the service they have offered is not appreciated. It does, however, acknowledge that the service does not yet meet the very high criteria for award of Life Membership.
- v. Nominees who are rejected for the award of Life Membership may still be considered for a State Division Award, such as a Certificate of Appreciation. They may be resubmitted for consideration as a Life Member at a future Federal Council Meeting once additional criteria for the award has been achieved.

8.2 Having regard to guidance set out at Clause 8.1, the Federal Council may award Life Membership of the Association to:

- i. A member of a Division who has rendered exceptional and/or extraordinary service through their accumulated membership with any State Division, on receipt of a recommendation from a Division(s) to that effect, or
- ii. A member of a Division(s) who is deemed by a majority

vote of the Federal Council to have provided exceptional and/or extraordinary service to The Association at a National level, on a recommendation by the National Executive or any Division.

iii. A member of a Division, posthumously, who rendered exceptional and/or extraordinary service to The Association prior to their death, on receipt of a recommendation by the National Executive or any Division.

8.3 A person admitted as a Life Member shall be deemed to have agreed to be bound by the provisions of this Constitution and their Division's Constitution or Rules.

8.4 The Federal council shall not award more than Two (2) Life Memberships per Division in any one calendar year.

8.5 No subscription or capitation fee shall be payable to a Division by a Life Member.

8.6 A Life Member shall be entitled to:

- I. receive notice of their Division's plenary Meetings;
- II. attend and vote at their Division's plenary Meetings; and,
- III. be eligible to hold any office in their Division or The Association.

9. HONORARY MEMBERS

9.1 Honorary Membership may be bestowed by a Division on any person who has rendered special service to their Division and/or The Association. All Honorary Members are to be reviewed annually.

9.2 A person admitted as an Honorary Member shall be deemed to have agreed to be bound by the provisions of this Constitution and their Division's Constitution or Rules.

9.3 An Honorary Member shall be entitled to receive notice of and attend their Division's plenary Meetings, but not:

- I. vote at any meeting; or,
- II. be eligible to hold any office in their Division or The Association.

9.4 No subscription or capitation fee shall be payable to a Division by

an Honorary Member.

10. AWARDS

Certificate of Appreciation

- 10.1 A Certificate of Appreciation may be awarded by a Division or the Federal Council to any member or person who has given special service to The Association.

Certificate of Service

- 10.2 A Certificate of Service may be awarded by a Division to any member who has given at least 3 years valuable service to The Association.

Diploma of Merit

- 10.3 A Diploma of Merit may be awarded by the Federal Council on the recommendation of a Division provided that:
- i. the recommending Division submits a report which establishes that the member has given at least 5 years exceptional service to The Association; and,
 - ii. a recommending Division may not recommend more than 2 members for the award of the Diploma of Merit in any calendar year.

11. SUBSCRIPTIONS AND FEES

- 11.1 Full Members and Associate Members shall pay an Annual Subscription fee to the Division to which they belong, as determined by that Division.
- 11.2 Divisions shall remit to the National Secretary a Registration Fee for each Full Member and Associate Member on joining. The amount of the Registration Fee, and the date becoming due and payable, shall be determined by the Federal Council.
- 11.3 Divisions shall remit to the National Secretary an Annual Capitation Fee for each Registered Member. The amount of the Capitation Fee, and the date becoming due and payable, shall be determined by the Federal Council.

12. CESSATION OF MEMBERSHIP

A Member will cease to be a Member of The Association if that person:

- I. gives notice to their Division in writing of resignation; or,
- II. dies; or,
- III. is expelled by a Division, at the discretion of that Division.

13. PATRON

The Association may appoint a patron whose appointment shall be continuous until or unless that person resigns from such appointment or it is otherwise terminated.

14. THE FEDERAL COUNCIL

- 14.1 The Federal Council will include the National Executive and not more than 3 delegates nominated by each Division. Regardless of the number of delegates attending from each Division, the number of votes from each Division shall always be 3. A delegate may only represent 1 Division at any meeting of the Federal Council.
- 14.2 The Federal Council must convene Annual General Meetings in every calendar year within four (4) months after the end of the Association's financial year. A quorum shall exist when at least half of the Divisions entitled to be present are represented together with the National President or his representative.
- 14.3 Only the President, or another member of the National Executive nominated by the President, is empowered to vote on behalf of the National Executive when the Federal Council is in session. This person shall have one vote only.
- 14.4 Votes "for" or "against" a motion are to be recorded against Divisions in the Minutes of the Federal Council Meetings. Matters upon which a vote is taken shall be carried or defeated by a simple majority. A tied vote shall be resubmitted for a further vote and if again tied, shall be lost.
- 14.5 The Federal Council shall have the power to appoint committees as required. At least 1 member of every committee must be a member of the National Executive.
- 14.6 The Federal Council shall elect the National Executive for a 3-

year term.

- 14.7 Nominations for the National Executive are to be in the hands of the Federal Secretary 90 days before the relevant Federal Council Meeting, notwithstanding extenuating circumstances.

15. POWERS OF THE FEDERAL COUNCIL

The Federal Council shall have the powers to:

- 15.1 direct the policy of The Association on all matters affecting the interests of The Association and its Members;
- 15.2 co-operate with, affiliate with, and/or enter into reciprocal arrangements with, or 'in extremis' amalgamate with any other incorporated association having the same or similar objects to The Association;
- 15.3 prohibit the use of the name, badge or logo of The Association by any unauthorised person or corporations; and,
- 15.4 do all such other things as are incidental to or conducive to the attainment of the objects of The Association.

16. THE NATIONAL EXECUTIVE

The National Executive shall consist of the President, Vice President, Secretary, Treasurer, Welfare Officer, Webmaster and Database Manager. The Immediate Past President shall be an Office Bearer of the National Executive for a period of 12 months. These Office Bearers may be appointed as Directors of The Association and shall be responsible for:

- 16.1 implementing and executing the decisions of the Federal Council;
- 16.2 the administration and financial management of The Association, and be limited to expenditure on any single item of up to \$2500.00 without reference to the Federal Council;
- 16.3 mediating in any disputes between Divisions, as necessary;
- 16.4 adjudicating in interpretations of the Constitution;
- 16.5 appointing, employing, suspending or removing such managerial, secretarial, clerical and other staff as may be

necessary or convenient for the purposes of The Association;

- 16.6 taking and defending all legal proceedings by or on behalf of The Association and appointing all necessary solicitors, agents and attorneys for such purposes;
- 16.7 adopting a seal for The Association and having custody thereof and, when authorised by the Federal Council, the President and Secretary will affix the same to any deed, instrument or document; and,
- 16.8 meeting not less than 3 times in a calendar year. A quorum shall be a simple majority and votes shall be carried or defeated by a simple majority. Where votes are tied the President, or his representative shall have a casting vote.

17. DUTIES OF THE PRESIDENT OF THE NATIONAL EXECUTIVE

- 17.1 The President shall preside at all meetings of the Federal Council. He shall have the power to convene meetings of the Federal Council or a committee thereof.
- 17.2 The President shall see that all meetings are conducted in an orderly manner.
- 17.3 The President may on his own motion, or within 14 days of being requested to do so by a majority of Divisions, direct the Secretary to call a special meeting of Federal Council members or its committees as the case may be.
- 17.4 The President shall represent The Association on all occasions requiring official representation and shall be The Association spokesman on all matters relating to the activities, business and objects of The Association.
- 17.5 The President shall present to Members at the Federal Council Meeting a report in writing in respect of the activities and business of The Association and of any events that have significantly affected the state of affairs of The Association during his term of office.
- 17.6 The President shall be an ex-officio member of all committees which may be appointed.
- 17.7 At his direction the President may delegate any of his duties to any other member of the Federal Council.

18. DUTIES OF THE VICE PRESIDENT OF THE NATIONAL EXECUTIVE

The Vice President shall assist the President in the discharge of his duties and in the absence of the President shall act in his place. When so acting, the Vice President shall carry out the duties and may exercise all the powers of the President.

19. DUTIES OF THE SECRETARY OF THE NATIONAL EXECUTIVE

The duties of the Secretary shall be to:

- 19.1 receive, despatch and sign all official correspondence;
- 19.2 keep records of all correspondence;
- 19.3 attend all meetings of the Federal Council;
- 19.4 keep the minutes of the Federal Council Meetings;
- 19.5 promulgate to the Secretary of each Division, a copy of the agenda papers for each Federal Council Meeting not less than 30 days before the date of such Federal Council Meeting;
- 19.6 keep a register of all members of The Association setting forth their names, addresses and financial status;
- 19.7 record dates of payment by Divisions of registration fees, capitation fees and other levies;
- 19.8 forward to the Secretary of each Division a copy of the minutes of any Federal Council Meeting within 14 days of the adjournment or closing of each such meeting;
- 19.9 safely keep a copy of this Constitution and of any amendments thereof which from time to time may be lawfully made; and,
- 19.10 keep a register of the name, address, telephone and fax number of the Secretary of each Division, circulate to all Divisions, amend as necessary and inform Divisions of any changes.

20. DUTIES OF THE TREASURER OF THE NATIONAL EXECUTIVE

The duties of the Treasurer shall be to:

- 20.1 keep a true record of all moneys received or expended on behalf of the Federal Council;
- 20.2 pay all moneys received on behalf of the Federal Council into such accounts at such banks, building societies or credit unions as shall be approved or directed by the Federal Council;
- 20.3 balance the financial books to the last day of each financial year and have them audited;
- 20.4 prepare and submit to the auditor, a statement of income and expenditure and balance sheet for presentation at the Federal Council Meeting and shall furnish a financial statement to the Federal Council Meeting;
- 20.5 co-operate with the Secretary and whenever required to do so, to furnish such other information concerning the financial affairs of The Association within his knowledge as the Federal Council may request;
- 20.6 make and maintain a register of The Association's assets held by the National Executive, and record the depreciation annually; and,
- 20.7 make payment of all accounts by cheque, such cheques to be signed by the Treasurer, and to be countersigned by any one of the following:
 - I. President; or
 - II. Vice President; or,
 - III. Secretary

21. DUTIES OF THE IMMEDIATE PAST PRESIDENT OF THE NATIONAL EXECUTIVE

The Immediate Past President shall be an Office Bearer of the National Executive and will provide continuity to the Executive. He will support and assist the President in the execution of his duties for a period of 12 months.

22. AUDITOR

- 22.1 The National Executive shall arrange for its financial affairs to be audited at the end of each financial year.
- 22.2 No person shall be appointed as Auditor who is interested in any transaction of The Association.
- 22.3 The Auditor shall audit the accounts of The Association not more than 1 calendar month prior to the next Federal Council Meeting.

23. VACANCY ON THE NATIONAL EXECUTIVE

- 23.1 In the event of any Office Bearer of the National Executive being incapable of holding office for any reason whatsoever, the National Executive may appoint any eligible member to fill that vacancy until the date of the next Federal Council Meeting.
- 23.2 An Office Bearer of the National Executive may be suspended on the unanimous vote of all other Office Bearers of the National Executive who must then refer the matter to the Federal Council within 14 days of the date of suspension of the Office Bearer.
- 23.3 Any Office Bearer of the National Executive may be removed:
 - I. in the event that the Office Bearer is expelled or suspended by the Division of which that Office Bearer is a Member; or,
 - II. by the majority vote of the Federal Council.

24. ASSOCIATION FLAG

- 24.1 The Association Flag:
 - I. shall be a blue flag with the Australian White Ensign occupying the upper hoist and The Association Badge in the fly; and,
 - II. may be flown at any appropriate institution, organised march, sporting or other function, meeting or place at which one or more Association members are assembled or reside provided that the respect and decorum due to the flag is shown and that the 'daylight hours only' rule is observed.

25. INDEMNITY - NATIONAL EXECUTIVE AND MEMBERS OF THE FEDERAL COUNCIL

The President, Immediate Past President, Vice President, Treasurer, Secretary, Federal Council Delegates and members of the various committees of the Federal Council shall from time to time, and at all times, be saved harmless and kept indemnified from and against all costs, charges, losses, damages and expenses which such person or persons, or any of them, sustain, incur or be put to, in or about the execution and discharge of their respective trusts and offices or in or about any action, suit or proceedings at law, or in equity, in which they or any of them shall or may be Plaintiffs or Defendants, provided that such person or persons shall have acted by direction of the Federal Council for the time being; provided always that the amount of such costs, charges, damages and expenses for which indemnity is intended to be hereby provided, shall, immediately it shall have been sustained or incurred, be paid from the funds of The Association and then none of the Office Bearers of The Association shall be answerable or accountable for the other or any of them, or any other person or persons whomsoever, but for his own acts, deeds or defaults alone.

26. DISSOLUTION OF THE ASSOCIATION

- 26.1 The Association shall not be dissolved unless at least 75% of the votes entitled to be cast at a Federal Council Meeting are cast in favour of the Special Resolution to dissolve the Association at a Federal Council Meeting.
- 26.2 If upon the dissolution or winding up of The Association, there remains any property after the satisfaction of the debts and liabilities of The Association and the costs, charges and expenses of that winding up, that property shall be distributed to another association incorporated under the Act or for charitable purposes to a tax-exempt organisation. Which incorporated association or tax exempted charitable body as the case requires shall be determined by resolution of the Federal Council.

27. DIVISIONS

- 27.1 Where six or more people desire to further the aims and objects of The Association, they may form a branch of The Association to be known as a Division.

- 27.2 A representative of each and every person desirous of forming a Division shall make application to the Federal Council stating the desire of those persons to form a Division. Such desire shall be considered at the next meeting of the Federal Council and the result transmitted to the representative within 21 days of that meeting.
- 27.3 In the event of approval being granted by the Federal Council for the formation of a Division, those persons desirous of forming that Division shall hold an inaugural meeting of the Division within 3 months of receipt of the notice of approval by the Federal Council. At such meeting a Division Executive shall be elected.
- 27.4 Within 6 months of the inaugural meeting of a Division, the Secretary of that Division shall cause to be forwarded to the Federal Council a copy of its proposed Constitution or Rules.
- 27.5 Within 3 months of receipt of the prescribed fee from a new member, each Division shall remit to the National Secretary, the Registration Fee as determined by the last Federal Council Meeting.
- 27.6 At the end of The Association's financial year, i.e., on or after 30 June annually, each Division shall remit to the National Secretary the current Capitation Fee for all Registered Members recorded at the end of The Association's previous financial year.

28. MANAGEMENT OF DIVISIONS

- 28.1 Divisions shall conduct their affairs consistent with the objects of The Association. A Division's Executive shall be set out in the Division's approved Constitution or Rules. Conduct of a Division will be in accordance with the Division's Constitution or Rules. Each calendar year Divisions may forward to the National Secretary copies of the annual reports and financial statements as presented to their Annual General Meetings.
- 28.2 At the end of each 3 monthly period of the calendar year, each Division shall advise the National Secretary of the names and addresses of all members who have joined the Division in that preceding quarter.
- 28.3 Items for inclusion on the agenda of Federal Council Meetings are to be forwarded by Divisions to the National Secretary not less than 45 days prior to the meeting. Copies of such items

are to be forwarded to every other Division by the National Secretary not less than 30 days prior to the same meeting.

- 28.4 Divisions may expel a member of their Division as determined by that Division's Constitution or Rules.
- 28.5 Internal disputes between members within a Division shall be arbitrated in accordance with State authority's Best Practice Guidelines.
- 28.6 A Registered Member of a Division may transfer to another Division; if possible, with the same class of membership. Such transfer to be effected by the National Secretary at the request of the Member.
- 28.7 The Division gaining a transferred Member shall not be liable for a further Registration Fee. Payment of the Capitation Fee for a transferred Member shall be in accordance with Rule 27.6.

29. DISSOLUTION OF A DIVISION

- 29.1 Dissolution of a Division shall be in accordance with that Division's Constitution or Rules.
- 29.2 In the event of any Division breaching the provisions of the Constitution of The Association, the Federal Council has the power to suspend or expel that Division from The Association.

30. AMENDMENTS TO THIS CONSTITUTION

- 30.1 Only the Federal Council shall have the power to amend this Constitution of The Association.
- 30.2 In order for the Constitution to be amended the National Executive or any Division will act as a sponsor for the proposed amendment. The National Executive or Division shall place the proposed amendment before the National Executive and all other Divisions not less than 45 days before the next meeting of the Federal Council.
- 30.3 The proposed Special Resolution is to be signed by at least 3 Office Bearers of the sponsoring Division before submission to the National Executive and all other Divisions. The consent of at least 75% of the members voting at a Federal Council meeting must be attained to amend this Constitution.

- 30.4 One copy of the approved amendment is to be sent to each Division by the National Secretary within 21 days of the Federal Council Meeting approving the amendment; notice of the approved amendment is also to be published in the next edition of The Association's Journal following the approval of the amendment by the Department of Commerce WA.