

BY-LAWS

These By-Laws are issued in accordance with Section 30 of the registered Constitution for the *106 Field Workshop RAEME Association Inc.*

(Rewrite Approved: 6 December 2009

(Amendments Approved 4 October 2014; as per Minutes of AGM)

(Amendments Approved 22 April 2015; Approved by Committee; Insert Clause 2.7 Patron)

1. OBJECTS (*Refer Constitution Rules Section 3*)

1.1 The Association's objects are:

- a. To develop the community of present and past members of 106 Fd Wksp,
- b. To provide an organization that would organize and manage major gatherings and formal reunions,
- c. To record the history of the unit - including its active operational service as an independent unit in SVN, its static history as a unit/subunit in its Australian locations and of its individual members who have had deployments in other designated operational theatres,
- d. To record the history of the unit, and its present derivative sub unit, as experienced by those who served with it in its Australian based locations,
- e. To take its place in the wider RAEME community; in particular, to join with other RAEME SVN unit Associations and assist to foster smaller SVN units and sub-units, and
- f. To maintain a statutory arrangement whereby the Association can operate anywhere in Australia.

1.2 The Association shall not:

- a. act as a counseling or welfare service, nor
- b. act on behalf of members, nor
- c. provide any benefit of pecuniary value to any member, nor
- d. generate funds in excess of those needed to carry out its aims.

2. MANAGEMENT OF THE ASSOCIATION

2.1 **Management Committee.** The Association shall be run by a Management Committee elected by the members at an AGM and shall comprise the following appointments:

- a. President
- b. Secretary/Treasurer
- c. Assistant Secretary/Treasurer
- d. Committee Member/Webmaster
- e. Committee Members. A minimum of two in addition to the Webmaster

2.2 Management Committee Provisions.

- a. Appointees to the Management Committee are restricted to financial ordinary members and life members (See by-laws 3.1 – 3.4).
- b. For specific activities, the Management Committee may also appoint other members to assist the elected members as they require.
- c. The appointment term for members on the Management Committee after election is to be one calendar year. Appointees may offer themselves for re-election each year.
- d. Membership of the Management Committee is to be undertaken on a voluntary basis. Remuneration, including honorariums, will not be provided.
- e. Reasonable expenses incurred by a committee member in the execution of his/her duties may be reimbursed after approval by the Management Committee.
- f. Because the Management Committee will likely be spread throughout Australia, the Committee may consider matters by mail, email or telephone in lieu of attended meetings. Records of discussion and decision are to be maintained in writing or electronically by the Secretary.

- g. At a minimum, expenditure decisions shall be subject to Management Committee approval using circulated emails then wherever possible ratified later at attended meetings.
- h. Function/activity budgets shall be prepared for major activities such as proposed reunions and approved by the Management Committee before any expenditure is proposed. A separate statement of Income and Expenditure shall be maintained for these events. Management Committee members shall be informed of progress against budgets.

2.3. Repeal/Amendment to By-Laws. The Management Committee may, make, amend or repeal By-Laws except where to do so would be inconsistent with the Rules of the Constitution. The Management Committee shall advise members of the amendment or repeal of by-Laws within 1 month of their review.

2.4 Public Officer. The Public Officer of the Association shall be: The Secretary

2.5 Registered Office. The Registered Office of the Association is: 11 Marri St, ASPLEY, 4034

2.6. Contacts Network. The Association may establish a network of Australia wide contacts whose function shall be to:

- a. serve as contacts for other members, and
- b. help members get in contact with other past associates living in their area not necessarily members of the Association, and
- c. help promote the aims of the Association generally, and
- d. provide the Association with links to other service related organizations, and
- e. form the nucleus of sub committees in their area should the need arise eg local reunions

2.7 Patron. The Management Committee may invite a prominent person to serve as the Association's patron; where, in the opinion of the Committee, that person is likely to contribute to the Association's standing, longevity and the achievement of the Association's Objects.

3. MEMBERSHIP CLASSES AND VOTING RIGHTS (Refer *Constitution Rules Section 5*)

3.1 Ordinary Membership: The following may apply for Ordinary Membership:

- a. Any person, irrespective of Corps, who was on the posted strength of 106 Fd Wksp RAEME at either of the workshop's deployment locations at:
 - i. Nui Dat, South Vietnam (operational deployment) , or
 - ii. Bonegilla, Victoria (after relocating from South Vietnam), or
 - iii. Coopers Plains / Enoggera, Queensland (deployments after being re-raised)
- b. Any person who is, or was, on the posted strength of the RAEME workshop element of 7CSSB (currently titled 106 Fd Wksp located at Enoggera).

(Note: Ordinary Members who were on the posted strength of the workshop when it was raised at Nui Dat in 1968 may be referred to as Foundation Members but this status will not attract any special benefit to that applicable to other Ordinary Members)

3.2 Associate Membership: The following may apply for Associate Membership:

- a. the family (including descendants) of any person who qualifies for Ordinary membership under 3.1 above.
- b. persons who served in SVN in other RAEME Units

3.3 Life Membership: Ordinary Members may be nominated for Life Membership. The nominee/nominees (including any member of the Management Committee) must provide a detailed case/basis for the nomination and submit these to the full Management Committee for consideration. Only Committee endorsed nominations are to be put to members at an AGM or SGM for approval. An endorsed resolution must be carried by a majority vote for the Life Membership to take effect. Where a Life Member has paid annual fees in advance, these fees will not be refunded,

3.4 Honorary Membership: Consistent with the Objects of the Association, honorary members may be appointed at the discretion of the Management Committee. Honorary membership is to be reviewed on an annual basis to determine if the original approval criteria remain relevant.

3.5 Membership Voting Rights. Voting rights at an AGM or SGM will be restricted to financial Ordinary Members and Life Members. These rights also apply to the use of proxy votes where members are unable to attend such meetings.

4. MEMBERSHIP PROVISIONS

4.1 Applications for Membership. Applications, together with the annual fees (refer by-laws 5.1 – 5.7), are to be submitted by post or hand to the Secretary on the Association's Membership Application/Renewal Proforma. The form is available from the Secretary by post or fax, or download using [this link](#).

4.2 Registration of Membership: The Secretary/Treasurer is authorised to approve an Ordinary or Associate membership application once an applicant's service detail is verified (By-laws 3.1 and 3.2). A unique membership number is to be allocated and details recorded in a Register of Members. A receipt for the membership fee and a numbered member's card is to be sent to the applicant by the Secretary/Treasurer.

4.3 Register of Members. The Secretary/Treasurer is to maintain the Register of Members in an electronic database which contains:

- a. Members full name,
- b. Class of membership
- c. The unique allocated membership number
- d. Contact details
- e. Instructions on whether any of the contact details are to be made available on the Association Website or to other members
- f. The latest calendar year for which a membership fee has been paid

4.4. Published List of Members: An up-to-date list of the current Association members, by name and membership number, shall be displayed on the Association website. Except for state of residence, other contact details will only be displayed where the member has consented to this action in the membership application...

4.5 Cancellation of Membership: Membership may be cancelled by the Management Committee if:

- a. a member is in arrears on membership fees, or
- b. a member fails to pay on demand monies owing for supplies and services rendered by the Association, or
- c. a member acts against the interests of the Association, or
- d. it appears a member is in breach of his contract to the Association.

4.6 Process for Cancellation of Membership. The process for cancellation of a membership is:

- a. **Under By-law 4.5. a,** Before a membership is cancelled, the Secretary is to attempt to have the member return to full financial status. If this action fails, membership is to be cancelled without further referral.
- b. **Under By-laws 4.5.b – 4.5.d.**
 - i. The President shall consult with the member. If the matter cannot be conciliated the President shall refer the matter to the full Management Committee.
 - ii. If the Management Committee resolves that the membership shall be cancelled, the Secretary/Treasurer is to write to the member notifying the membership shall be cancelled at the end of one calendar month unless
 - a) The member complies with the Management Committee's requirements before the specified date.
 - b) The Member elects to have the matter referred to a Special General Meeting of members.
 - c) Where the member elects to have the matter resolved at a Special General Meeting, it shall be put at that meeting and the Management Committee is to proceed as directed.

iii. On cancellation of a membership, the Management Committee through the Secretary/Treasurer shall refund in full membership fees prepaid for future years. There shall be NO refund of the current year's membership fees.

4.7. Resignation of Membership: Any member may resign by submitting a notice to the Secretary/Treasurer in writing or electronically:

- a. Outstanding fees and levies shall be excused but any other debt shall become immediately due and payable within seven days of the Secretary/Treasurer acknowledging the notice of resignation
- b. The member record will be retained in the Association's databases but, unless the member requests otherwise, all contact details will be suppressed.

5. MEMBERSHIP ANNUAL FEES

5.1. Basis for Fees. Annual membership fees are to be structured on a 'minimum basis' to cover the costs of running the Association for such as mail outs, government charges, stationery and the like, the purchase of inventory and badges and the organization of the Association's community activities (Refer also by-law 1.2. d.).

5.2. Dates. Annual fees are to be based on the calendar year 1 January to 31 December; Fees shall be due and payable on 1st January of the membership Year. Accounts shall be posted to members no later than 4 weeks before the due date.

5.3. Amounts. Annual membership fee amounts will be set from time to time by the Management Committee. Membership annual fees with effect from 2010 are:

- | | |
|--------------|---------|
| a. Ordinary | \$10.00 |
| b. Associate | \$10.00 |
| c. Life | Nil |
| d. Honorary | Nil |

5.4. Payments in Advance. A member may purchase a number of year's membership by remitting a multiple of the annual fee. Should the annual fee subsequently be amended, the membership purchase shall stand without credit or debit.

5.5. Pro-Rata Payments. Where a member joins during a calendar year, the fee shall be applied calculated on a monthly pro-rata basis but shall be not less than half of the annual fee.

5.6. Non-payment of the fee by the due date shall result in

- i an Ordinary Member not being entitled to vote
- ii. the member's name not being displayed in the Association's [List of Members](#). (This does *not* mean that the member's name has been deleted from the Register of Members. It is entirely a website matter.)

Continued non payment by an Ordinary or an Associate Member may result in the cancellation of membership.

6. ADMINISTRATION

6.1. Association's Internet Domain and Website: The following shall apply:

- a. The domain, 106fdwksp.com, the Association's Internet identity, shall be maintained and re-registered in a timely manner
- b. a current contract with a reliable Host Server for www.106fdwksp.com shall be maintained
- c. The plan purchased from the Host Server shall allow the Association to resell hosting to other domains.
- d. The website will include an Online Message Log facility. The Message Log will be an open forum. Its use will not be restricted to Association members; however strict rules of usage are to be applied:
 - i. Messages on any topic may be posted to the Log but generally should be of interest to the Association Community.

- ii. Everyone is entitled to express their opinions freely, but, the following types of Messages shall be regarded as *abusive* and are to be deleted by the Webmaster without further reference to the author or the Committee.
 - 1. anonymous messages,
 - 2. libelous, obscene or slanderous messages,
 - 3. advertising or other spam
 - 4. any message that is an attack on any person, including any form of flaming.
 - 5. any message that is not in the spirit of the Association's objects as set out in Section 3 of the Rules and Section 3 of these By-Laws
- iii. Other general guidelines will require posters to:
 - 1. write in a manner, and on topics, that would be acceptable to members of their own families, including their younger generations
 - 2. treat others as they would want to be treated
 - 3. have regard to the well being of this community.

6.2 **General:** The following shall also apply:

a. **Financial Accounting**

- i. Financial accounting shall be conducted on a simplified cash basis and shall comply with Australian audit standards for cash accounting.
- ii. The President, Secretary/Treasurer and Assistant Secretary/Treasurer shall be the signatories on an any-two-to-sign basis for the Association's trading account.
- iii. A cash management account may be opened for bulk funds with similar signatory requirements for the trading account.
- iv. A Financial Summary shall be prepared and circulated to Management Committee members at quarterly intervals.
- v. An audit of the Association's accounts shall be conducted annually
- vi. An annual audit report, including a financial year summary is to be provided to members attending an AGM.
- vii. Stock records shall be maintained for the Association's saleable inventory and these items shall be valued in the Association's accounts at cost for annual audit purposes

b. **Computer Records**

- i. Any computer based records, including Committee decisions, shall be backed up on a remote disk or USB device.
- ii. Web based data is to be backed up on stand alone equipment remote from the original data.

John Strachan
President
6 December 2009