



**CONSTITUTION AND BY-LAWS  
OF  
SUBMARINES ASSOCIATION AUSTRALIA QUEENSLAND  
Incorporated  
(QUEENSLAND State Branch of SAA National)**

This is the Constitution and By-Laws of the Submarines Association Australia Queensland Inc. with inclusions from the SAA National Constitution (Amendment 7 Oct 2024) and is in force and effective upon adoption at the General Meeting of 07 June 2025.



Amendment Record

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## DEFINITIONS

In these rules, unless the contrary intention appears –

- ‘The Act’ refers to the Associations Incorporated Act 1981 (Qld)
- ‘Association’ or ‘SAA Qld Inc.’ refers to the Submarines Association Australia Queensland Branch Incorporated as defined in clause 1.3
- ‘The Constitution’ are the rules which authorize the organization of SAA Qld Inc.
- ‘The Rules’ refers to the Constitution of Submarines Association Australia Qld. Inc.
- ‘By-Laws’ are part of the Rules of the Submarines Association Australia Qld. Inc. The purpose of By-Laws is to expand on the Constitutions meaning wherever required.
- ‘Management Committee Member’ refers to a person defined in clause 3.1.
- ‘Financial Member’ refers to a member of the association who has paid all membership subscription fees or is a Life Member of the SAA
- ‘Financial Year’ refers to a period not exceeding twelve (12) months commencing 1st July and ending 30th June, the following year.
- ‘Annual General Meeting’ or ‘AGM’ is the meeting convened under clause 4.1.
- ‘General Meeting’ refers to a meeting to which all members are invited.
- ‘Member’ refers to a member of the SAA Qld Inc. as per clause 2.1 of the constitution.
- ‘National Committee’ means the SAA National Executive and Branch Presidents or their appointed delegate.
- ‘SAA Qld Inc. Management Committee’ refers to the President, Vice President, Treasurer and Secretary and any members elected to office at the AGM.
- ‘Ordinary Resolution’ refers to a resolution other than a special resolution.
- Casual Vacancy - on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies, or otherwise stops holding office.



# 1 Constitution

## 1.1 Constitution

1.1.1 This constitution is written in accordance with the *Associations Incorporation Act 1981 (Qld)* and the Submarines Association Australia Constitution dated June 2011

## 1.2 Preamble

1.2.1 Submarines Association of Australia - Queensland Incorporated is a Branch of Submarines Association Australia.

## 1.3 Incorporation

1.3.1 Submarines Association of Australia Queensland is incorporated in the State of Queensland under the Associations Incorporation Act 1981(QLD) to represent the interests of members who are serving or former submariners of all nations, their families, and supporters.

## 1.4 Name

1.4.1 The name of the association is Submarines Association of Australia - Queensland Inc. (SAA Qld Inc.).

## 1.5 Registered Office

1.5.1 The registered office of the SAA Qld Inc. shall be that of the Secretary or with the agreement of the President another postal address or PO Box of the Secretary or President

## 1.6 Objectives

1.6.1 The objectives of the association are to:

- (a) Foster the unique "esprit de corps" of the submarine service.
- (b) Represent the interests of members in political, welfare and social contexts in so far as it affects or is affected by service as a Submariner



- (c) Provide support and input to the National Executive of Submarines Association Australia on matters which affect the wellbeing of members.
- (d) Develop, construct, and maintain memorials to submariners and other service personnel
- (e) Encourage social activities
- (f) Liaise with kindred National and International submarine and other ex-service organizations
- (g) To provide support but retain a position of neutrality to all members, of the organization in the event of any claim of impropriety made against any member by an outside organization. Any member subject to such claim or claims from organizations other than SAA QLD Inc. shall have the continued support of SAA QLD Inc. until said claims are deemed to be either legitimate or proven false.

## **1.7 Not for Profit**

- 1.7.1 The assets and income of the association shall be applied solely in furtherance of the above-mentioned objects and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the association

## **1.8 Dissolution**

- 1.8.1 If upon dissolution of SAA Qld Inc there remains after satisfaction of all debts and liabilities, any property whatsoever, the same shall not be distributed among members of the SAA Qld Inc. but shall be distributed to the SAA associate Foundation which is a charitable trust. In the event that the Submarine Association Australia Welfare Successor Foundation is no longer in existence such property will be presented to Legacy Australia for distribution as it sees fit.



## 1.9 Voluntary administration

1.9.1 Committee members may voluntarily appoint an administrator to place the association into voluntary administration if they are experiencing financial difficulties. The administrator will help manage the financial affairs of the incorporated association if they can't pay debts or as an alternative to applying to the Supreme Court for appointment of a provisional liquidator.

## 1.10 Introduction of Voluntary Cancellation

1.10.1 The association may opt for voluntary cancellation, rather than a formal winding up process. Application to the Chief Executive of the Office of Fair Trading to cancel the incorporated association provided the association:

- (a) has no outstanding debts or liabilities
- (b) has paid all applicable fees and penalties under the *Associations Incorporation Act 1981*
- (c) is not a party to any legal proceedings

## 1.11 Vesting of Property on Cancellation

1.11.1 If the association is wound up by the Supreme Court or its incorporation has been cancelled by the Chief Executive of OFT, we will provide notification of how surplus assets, property or money is vested by gazette notice rather than regulation.

1.11.2 When the Chief Executive determines that property attained under the *Collections Act 1966* is unlikely to reach the intended beneficiaries, they may vest that property to the Public Trustee by gazette notice rather than by regulation.



## 1.12 Distribution of surplus assets to another entity

1.12.1 This rule applies if the association;

- (a) Is wound-up under part 10 of the Act; and
- (b) Has surplus assets.

1.12.2 The surplus assets must not be distributed among the members of the association.

1.12.3 The surplus assets must be given to - SAA Welfare Successor Foundation but if not in existence it should be presented to Legacy Australia for distribution as it sees fit.

- (a) The rules of the organisation prohibit the distribution of the entity's income and assets to its members.

1.12.4 In this rule— *surplus assets* see section 92(3) of the Act.

## 1.13 Affiliation

1.13.1 The association is a Branch of Submarines Association Australia. The association may affiliate with any other Ex-Service Organization or similar body.

## 1.14 Powers

1.14.1 The association has the powers of an individual.

- (a) The association may enter into contracts; and
- (b) Acquire, hold, deal with and dispose of property; and
- (c) Make charges for services and facilities it supplies and
- (d) Do other things necessary or convenient to be done in carrying out its affairs.

1.14.2 The association may also issue secured and unsecured notes, debentures, and debenture stock for the association.



## 1.15 Alteration of Constitution

- 1.15.1 Subject to the *Associations Incorporation Act 1981 (QLD)*, this Constitution may be amended, repealed, or added to by a special resolution carried at a general meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief executive of the Government Department administering the Associations Incorporation Act 1981 (QLD) within 3 months of the general meeting where it was passed. The secretary is responsible for ensuring this occurs.
- 1.15.2 Amendments to the constitution should be put in writing, by email or mailed to the secretary. Unless the amendment relates to an issue, which is required by law, it is intended to deal with the amendments at the Annual General Meeting.
- 1.15.3 The secretary should receive an amendment no later than 4 weeks prior to the Annual General Meeting so the amendment can be scrutinized and discussed.
- 1.15.4 The secretary must keep himself informed of legislation introduced either by assent or decree from the Office Of Fair Trading. The secretary must also act on those decisions in a timely manner

## 1.16 Alteration of By-Laws

- 1.16.1 The Management Committee may make, amend, or repeal by-laws, not inconsistent with this constitution, for the management of the association. A by-law made under this provision may be set aside by a vote of the majority of members at a general meeting of the association.

## 1.17 Common Seal

- 1.17.1 The Management Committee shall ensure the association has a Common Seal. It is a Stamp made purposefully for the association.
- 1.17.2 The Common Seal shall be:
- (a) Kept securely by the Management Committee usually in the possession of the secretary. If the secretary is not going to be available, the seal should be held by the President; and
  - (b) Used only under the authority of the Management Committee.



1.17.3 Each instrument to which the seal is attached shall be signed by a member of the Management Committee and countersigned by:

- (a) The Secretary, or
- (b) Another member of the Management Committee, or
- (c) Someone duly appointed by the Management Committee.



## 2 Membership

### 2.1 Membership of the SAA

2.1.1 Submariners, former Submariners, and others who provide or have provided service in or to Submarines, Depot Ships, Bases, Dockyards, etc. are encouraged to apply to join Submarines Association Australia (the national organization). Members of Submarines Association Australia (the national organization) who reside in Queensland are assigned to membership of SAA Queensland Inc. by the National Secretary.

2.1.2 Any person seeking membership shall make application to the SAA National Executive, and the SAA National Executive shall determine whether the application is successful or not. The following are General Provisions as to Membership:

- (a) Members shall be deemed to have agreed to be bound by the provisions of the Constitution and By-Laws of the SAA and SAA Qld Inc.
- (b) Come liable for such fees and subscriptions as may be fixed by the SAA (National Body)
- (c) Entitled to all advantages and privileges (in accordance with their membership category) of membership of the SAA and SAA Qld Inc.
- (d) An application to be admitted as a Member shall be:
  - i. On the Membership Application Form - see APPENDIX A
  - ii. Accompanied by the joining fee and annual subscription set forth in Schedule 1
  - iii. Applications shall be forwarded to the National Treasurer in the first instance and shall be treated as provisional until endorsed by the SAA National Executive
  - iv. Term of Membership is from 01 January to 31st December of that year



## 2.2 Branch Membership

2.2.1 Once accepted as a member of the SAA National, the member will also be classified as a 'Member of the Branch' in their State of residence. The following sub clauses also apply:

- (a) Members residing in a State or Territory with more than one (1) Branch shall be classified as a member of the branch nearest to their residential address.
- (b) Members may nominate in writing their preferred branch for Membership.
- (c) Members residing overseas or in a State or Territory that does not have a branch shall be classified as 'Unattached'.
- (d) The National and State Secretaries shall keep the list of 'Unattached' members.
- (e) 'Unattached' members may at any time choose to transfer to any Branch.
- (f) Members of a Branch may request to transfer to the 'Unattached' list of members.

## 2.3 Membership Classifications

2.3.1 The membership of SAA National and Queensland shall consist of an unlimited number of members of the following classes:

- (a) Ordinary Member (National Financial)
- (b) Associate Member (National Financial)
- (c) Life member (National Financial) (No fees to be deducted)
- (d) Social member (National Financial)

## 2.4 Ordinary Membership

2.4.1 At SAA National level, Ordinary membership shall be open to any person who can substantiate their service in Submarines as a qualified Submariner of any Nation. An Ordinary Member shall be financial members of the SAA and shall be entitled to hold any office position and enjoy the privileges of the SAA and SAA Qld Inc. They will be required to pay joining and subscription fees as per appendix.



## 2.5 Associate Membership

2.5.1 At SAA National Level, an associate membership shall be open to any person, other than Ordinary Members, who can substantiate:

- (a) Service to submarines in depot ships, dockyards, bases, or Private Industry,
- (b) As a Partner of an Ordinary Member (living or deceased),
- (c) Service in a manner that the Committee may deem appropriate,
- (d) Associate member shall not hold the office of President, Vice President, Secretary or Treasurer.
- (e) Associate members shall not be eligible to vote
- (f) Required to pay Joining and subscription fees as per Schedule 1.

## 2.6 Life Membership

2.6.1 The award of Life Membership is the highest honour, which can be bestowed upon an Ordinary Member of the SAA, and therefore, all recommendations should be thoroughly considered in that light, prior to submission:

- (a) The National Executive or a Branch may recommend an Ordinary Member who has given long, continued, and outstanding service to the Association, to be awarded a Life Member status.
- (b) The rights, privileges and obligations of the elected Life Member shall not be disturbed, except that the Life Member shall not be liable to pay annual subscription.
- (c) The rules, forms and conditions governing the Award of Life Membership of the SAA are outlined in the SAA National Constitution under By- Law 3
- (d) Exempt from further annual subscription fees from date of award of Life member.



## 2.7 Social Membership

2.7.1 Persons other than Life, Ordinary and Associate Members, who have an interest in promoting the wellbeing of the SAA and its members, may become a Social Member at the discretion of the Committee:

- (a) Social Members shall not be eligible to hold office
- (b) Social Members shall not be eligible to vote
- (c) Required to pay Joining and subscription fees as per Schedule 1.



## 2.8 Patron

- 2.8.1 Any person considered suitable by the Management Committee may be invited by the Management Committee to be Patron of the Association. The role of the Patron is to provide encouragement, support, and advice to the association.
- 2.8.2 The Patron shall be entitled to attend all meetings of the association, including Management Committee meetings.

## 2.9 Membership Fees

- 2.9.1 SAA Qld Inc. does not charge membership fees however SAA Qld Inc. does accept a voluntary donation to all applying members who are "Financial" members within the SAA National Organization only. These fees are set out as per Schedule 1 of this constitution.
- 2.9.2 Membership fees for members of Submarines Association Australia) are set and collected by that organization, not by SAA Qld Inc. The fees are determined by the National Executive and are set out as per the SAA National Constitution.
- 2.9.3 Members of SAA Qld Inc. have elected to apply a voluntary donation to cover the administrative costs of the Queensland association.

## 2.10 Suspension of Membership

- 2.10.1 SAA National can suspend membership if:
- (a) A member whose annual subscription has not been received by 31st March each year, may, after due notice has been given, be suspended from all privileges of membership of the Association.
  - (b) Privileges may be restored by the National Executive on subsequent receipt of all arrears. If three (3) years have lapsed the member may, at the discretion of the National Executive, be invited to re-join the Association
  - (c) The National Executive on receipt of all arrears may restore membership privileges.



## 2.11 Termination of Membership

2.11.1 Membership may be terminated by SAA National Committee upon a member:

- (a) Wilfully refuses to comply with the Constitution and By-Laws of the SAA National and the members applicable home state
- (b) Shall be guilty of conduct unbecoming a member
- (c) Is prejudicial to the interests of the association
- (d) Has been guilty of subversiveness to the objects of the SAA National
- (e) Makes false or inaccurate statements in application for membership of the SAA National.

2.11.2 A State or Territory branch cannot terminate membership of the SAA National, but in a submission to the National Committee may make recommendation that the member's membership should be terminated. If three (3) years have lapsed the member may, at the discretion of the National Committee make application to re-join the SAA. The appropriate Branch will be notified of any such action or reinstatement.

2.11.3 Before the SAA Management Committee terminates a member's membership, the Management Committee shall give the member a full and fair opportunity to show why the membership should not be terminated.

## 2.12 Voluntary Ending Membership

2.12.1 A member may resign from the association by giving a written notice of resignation to the secretary. The resignation takes effect on:

- (a) The day and at the time the notice is received by the secretary; or
- (b) If a later day is stated in the notice - the later day.



## 2.13 Appeal against Decision

- 2.13.1 A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 2.13.2 A notice of intention to appeal shall be given to the secretary within 1 month after the person receives notice of the decision. If the Secretary receives a notice of intention to appeal, the Secretary shall, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- 2.13.3 At the meeting, the applicant shall be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated. Also, the Management Committee and the Management Committee Members who rejected the application or terminated the membership shall be given an opportunity to show why the application should be rejected or the membership should be terminated.
- 2.13.4 An appeal shall be decided by a vote of the members present at the meeting. If a person whose application has been rejected does not appeal against the decision within 1 month after receiving notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary shall, as soon as practicable, refund the application fee paid by the person.

## 2.14 Register of Members

- 2.14.1 The Management Committee shall keep a register of members. The register of members shall include the following particulars for each member:
- (a) The full name and residential address of the member.
  - (b) The date of admission as a member.
  - (c) The date of death or resignation or termination of the member.
  - (d) Details about the termination or reinstatement of membership.



(e) Any other particulars that the Management Committee determines.

2.14.2 The register shall be open for inspection by members at all reasonable times.

However, before the member may inspect the register, the member shall make application to the secretary



### **3 Management Committee**

#### **3.1 Membership of SAA Qld Inc. Management Committee**

- 3.1.1 An incorporated association must have management committee. The Management Committee consists of at least 4 people of which one of which holds the office of President, one holds the Office of Secretary, and another holds the office of Treasurer.
- 3.1.2 and any other members elected or appointed to the committee. All members of the Management Committee shall be financial members of the association. All members of the Management Committee shall retire from office at the AGM each year, but are eligible, on nomination, for re- election.

#### **3.2 Duty of Care and Due Diligence of the Management Committee**

- 3.2.1 The management committee shall apply the acceptable care and due diligence in all matters relating to their duties and in the exercising of their powers. The management committee must at all times carry out their functions in the best interests of the association and its members.
- 3.2.2 Penalty units will apply for breaches of these duties.
- 3.2.3 Management Committee Eligibility for People with Convictions
- (a) People convicted of certain offences can sit on a management committee after 5 years and when the rehabilitation period for the conviction has not expired.
  - (b) The 5-year period begins on the later of the following dates:
    1. the day the conviction is recorded
    2. the day the person is released from prison (if applicable)
    3. the day any other court order relating to the conviction or term of imprisonment is satisfied.



3.2.4 Whether a conviction affects a person's eligibility to sit on your committee depends on the offence and how they were convicted. A person may be ineligible if:

- (a) they have been convicted of any indictable offence
- (b) they have been convicted of a summary offence and sentenced to a period of imprisonment (other than in default of payment of a fine).

### **3.3 Duty to Prevent Insolvent Trading**

3.3.1 If the association is insolvent at the time a debt was incurred, or becomes insolvent by incurring the debt, members of the management committee have a duty to prevent the association from trading while insolvent. Otherwise, it will be an offence for a person who took part in the management committee unless they:

- (a) can prove that the debt was incurred without their authority or consent
- (b) can prove they did not take part in the management of the association when the debt was incurred because of illness or some other good reason
- (c) had reasonable grounds to expect that the association was solvent when the debt was incurred and would remain solvent.

### **3.4 Not Profiting from Position**

3.4.1 A committee member or officer of an incorporated association will not be able to use their position, or information obtained from their position, to:

- (a) gain a benefit or material advantage for themselves or another person
- (b) cause detriment to the association.

3.4.2 Penalties units apply for breaching this provision

### **3.5 Disclosure of Personal Interests**

3.5.1 Management committee members will have to disclose when they have material and or personal interests in a matter.

### **3.6 Disclosure of Remuneration**

3.6.1 At the association's annual general meeting, management committee members will have to disclose remuneration or other benefits given to them, to senior staff and to



their relatives. The details of what must be disclosed, and how, will be introduced by regulation.

### **3.7 Electing the Management Committee**

3.7.1 The Management Committee shall appoint a Returning Officer for each and every election. The Returning Officer does not need to be a member of the association.

3.7.2 A member of the Management Committee may only be elected as follows:

- (a) Any member of the association may nominate another member (the candidate) to serve as a member of the Management Committee.
- (b) The nomination shall be:
  - i. On the form provided on the association's website or a written facsimile of Appendix D and
  - ii. Sent to the Secretary not later than one calendar month before the Annual General Meeting in the year in which the election is to be held.

3.7.3 If at the close of nominations, there are no more nominations than vacancies for any position, the Returning Officer shall declare the nominee duly elected and no ballot shall be required for that position.

3.7.4 A list of the candidates' names in alphabetical order, with the name of the member who nominated each candidate, shall be posted on the association's web site within 1 week of nominations closing in the year in which the election is to be held.

3.7.5 Should a ballot be necessary due to more than one nomination; on-line voting shall open 2 weeks from the closing of nominations until the Annual General Meeting in the year in which the election is to be held. The Secretary is to collate the results and give them to the Returning Officer to scrutinize.

3.7.6 Every financial member of the association is eligible to vote for any person properly nominated for election to the Management Committee

The Returning Officer shall declare the election of successful candidates by

- (a) Announcing the result at the AGM and



(b) Posting the results on the Association's web site.

3.7.7 If there have not been enough candidates nominated for the vacant positions by the closing date, the Management Committee may appoint any qualified member to each vacant position at the AGM.

3.7.8 The closing date for nominations shall be one month prior to the AGM.

3.7.9 Online Voting may take place one week after nominations have closed by the secretary listing the nominees in an acceptable format namely Microsoft Forms. Online voting will cease two weeks later and collated by the secretary for the Returning Officer and checked for eligibility.

3.7.10 Voting may also occur at the meeting in person and by proxy voting on the form in Appendix F. of the SAA Qld Inc constitution. The proxy form is to be given to the member by the person declaring the intentions. It will then be given to the secretary at the time of the vote.

### **3.8 Resignation or Removal from Office of a Management Committee Member**

3.8.1 A Management Committee member may resign from the Management Committee by giving notice of resignation to the Secretary.

3.8.2 The resignation takes effect on

- (a) The day and at the time the notice is received by the secretary; or
- (b) If a later day is stated in the notice - the later day



- 3.8.3 A Management Committee member may be removed from office at a general meeting of the association if a majority of the members present at the meeting vote in favour of removing the member.
- 3.8.4 Before a vote of members is taken to remove the member from office, the member shall be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 3.8.5 A member has no right of appeal against the member's removal from office under this rule.
- 3.8.6 A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.



### **3.9 Vacancies on Management Committee**

- 3.9.1 If a casual vacancy occurs on the Management Committee, the continuing members of the Management Committee may appoint another member of the association to fill the vacancy until the next election.
- 3.9.2 The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee. However, if the number of Management Committee members is less than four (4), the continuing members may act only to:
- (a) Increase the number of Management Committee members to the number required for a quorum; or
  - (b) Call a general meeting of the association.
  - (c) The President may not fulfil the role of treasurer even as a casual vacancy.

### **3.10 Secretary**

- 3.10.1 The Secretary shall be a member residing in Queensland or less than 65 km beyond such border, who is:
- (a) A financial member of SAA Qld elected by the association; or
  - (b) A financial member of SAA Qld appointed by the Management Committee.
- 3.10.2 If a vacancy happens in the office of Secretary, the members of the Management Committee shall ensure a Secretary is appointed or elected for the association within 1 month after the vacancy happens.
- 3.10.3 The secretary of the association must be 18 years or older.

### **3.11 Functions of the Management Committee**

- 3.11.1 Subject to these rules or a resolution of the association members carried at a general meeting, the Management Committee:
- (a) Has the general control and management of the affairs, property, and funds of the association; and
  - (b) Has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent.



3.11.2 The Management Committee may exercise the powers of the association to:

- (a) Borrow, raise, or secure the payment of amounts in a way the association members decide; and
- (b) To secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
- (c) Purchase, redeem or pay off any securities issued; and
- (d) Borrow amounts from members and pay interest on the amounts borrowed; and
- (e) Mortgage or charge the whole or part of its property; and
- (f) Issue debentures and other securities, whether outright or as security for any debt, liability, or obligation of the association; and
- (g) Provide and pay off any securities issued; and
- (h) Invest in a way the members of the association may from time to time decide.

3.11.3 For amounts borrowed from members under sub-section O(d) the rate of interest shall not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:

- (a) The financial institution for the association; or
- (b) If there is more than 1 financial institution for the association - the financial institution nominated by the association.



### 3.12 Meetings of the Management Committee

3.12.1 Subject to the provisions of the Management Committee shall meet and conduct its proceedings as it considers appropriate

management committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

3.12.2 A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.

3.12.3 The Management Committee shall meet at least once every 4 months or as required to carry out its obligations. Notice of a meeting is to be given by email or phone with at least 7 days' notice where practical by the Secretary.

3.12.4 If the secretary receives a written request signed by at least 1/3 of the Management Committee members, the secretary shall call a special meeting of the Management Committee.

3.12.5A request for a special meeting shall state:

- (a) Why the special meeting is being called: and,
- (b) The business to be conducted at the meeting.

3.12.6 At a Management Committee meeting, more than 1/2 of the members elected or appointed to the Management Committee form a quorum. A question arising at a Management Committee meeting is to be decided by a majority vote of Management Committee members present at the meeting and, if the votes are equal, the question is decided in the negative.



3.12.7 A Management Committee member shall not vote or speak on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract. The secretary shall give each Management Committee member at least 14 days' notice of a special meeting of the Management Committee.

3.12.8 As note of a special meeting shall state:

- (a) The day, time, and place of the meeting; and,
- (b) The business to be conducted at the meeting

3.12.9 If the President and the Vice-president are absent from a Management Committee meeting, the members shall choose 1 of their number to preside as chairperson at the meeting. If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called on the request of Management Committee members, the meeting lapses.

3.12.10 If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of Management Committee members, the meeting is to be adjourned to:

- (a) The same time, date, and place the following week; or,
- (b) A day, time and place decided by the management Committee

3.12.11 If, at the adjourned meeting mentioned above, a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses



### **3.13 Minutes of Management Committee Meetings**

3.13.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each management committee meeting are entered in a minute book.

3.13.2 To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

### **3.14 Delegation of Management Committee Powers**

3.14.1 The Management Committee may delegate the whole or part of its powers to a sub-committee consisting of association members and such other persons considered appropriate by the Management Committee under the following conditions:

- (a) A sub-committee may only exercise delegated powers in the way the Management Committee decides.
- (b) A sub-committee may elect a chairperson of its meetings.
- (c) A sub-committee may meet and adjourn as it considers appropriate.
- (d) A question arising at a sub-committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

### **3.15 Acts Not Affected by Defects of Disqualification**

3.15.1 An act performed by the Management Committee, a sub-committee or a person acting as a member of the Management Committee is taken to have been validly performed even if the act was performed when:

- (a) There was a defect in the appointment of a member of the Management Committee, sub- committee or person acting as a member of the Management Committee; or
- (b) A Management Committee member, sub-committee member or person acting as a member of the Management Committee was disqualified from being a member.



### **3.16 Resolution of Management Committee without Meeting**

3.16.1 A written or email resolution signed by each member of the Management Committee for the time being entitled to receive notice of a Management Committee meeting is as valid and effectual as if it had been passed at a Management Committee meeting that was properly called and held. Such a resolution may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

### **3.17 SAA Qld Inc. Organisational Layout**

3.17.1 The structure of the SAA Queensland Management and sub-committees are outlined in Appendix D. The structure and organizational members can vary from time to time according to AGM office bearer elections and other sub functions of the organization.



## 4 Meetings

### 4.1 Annual General Meeting

4.1.1 An Annual General Meeting shall be held;

- (a) At least once a year; and
- (b) Within 6 months after the end of the associations previous financial year.

4.1.2 Business to be conducted at Annual General Meeting of Large incorporated associations and particular Medium and Small incorporated associations.

- (a) This rule applies if the association is-
  - i. A Large incorporated association; or
  - ii. A Medium incorporated association to which section 59 of the Act applies; or
  - iii. A Small incorporated association to which section 59 of the Act applies.
- (b) The following business must be conducted at each Annual General Meeting of the association;
  - i. Receiving the financial statement, and audit report, for the last reportable financial year;
  - ii. Presenting the financial statement and audit report to the meeting for adoption,
  - iii. Electing members for the Management Committee
  - iv. Appointing an auditor, an accountant, or an approved person for the present financial year.

4.1.3 Business to be conducted at Annual General meeting of other Small incorporated associations.

- (a) This rule applies only if the association is a Small incorporated association to which section 59B of the Act applies.
- (b) The following business must be conducted at each Annual General meeting of the association;
  - i. Receiving the association's financial statement, and signed statement, for the last reportable financial year;



- ii. Presenting the financial statement and signed statement to the meeting for adoption;
- iii. Electing members for the Management Committee

4.1.4 The following business shall also be conducted at each Annual General Meeting;

- (a) Receiving statements of income and expenditure, assets, liabilities, and mortgages, charge and securities affecting property of the association for the financial year.
- (b) Receiving the auditor's report on the financial affairs of the association for the last financial year, if an auditor has been appointed in accordance with Clause 6.1.6 and 6.1.9;
- (c) Presenting the auditors statement to the meeting for adoption;
- (d) Declaration of the election of the Management Committee;
- (e) Appointing an auditor (if required)

## 4.2 Special General Meeting

4.2.1 The Secretary must call a special general meeting by posting a notice of the meeting on the association website within 14 days after-Being directed to call the meeting by the Management Committee; or

4.2.2 Being given a written request signed by;

- (a) At least 1/3 of the members of the Management Committee; or
- (b) At least the number of ordinary members of the association equal to double the number of members of the association presently on the Management Committee plus 1; or

4.2.3 Being given a written notice of an intention to appeal against the decision of the Management Committee:

- (a) To reject an application for membership; or
- (b) To terminate a person's membership.

4.2.4 The notice of the meeting shall state;

- (a) Why the special general meeting is being called; and



- (b) The business to be conducted at the meeting.

### 4.3 Notice of General Meeting

- 4.3.1 The secretary may call a general meeting of the association and the secretary shall give at least 14 days' notice of the meeting on the association's website and also send an email to all members.
- 4.3.2 If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 4.3.3 The management committee may decide the way in which the notice must be given.
- 4.3.4 However, notice of the following meetings must be given in writing—
  - (a) A meeting called to hear and decide the appeal of a person against the management committee's decision;
    - i. to reject the person's application for membership of the association; or
    - ii. to terminate the person's membership of the association;
  - (b) A meeting called to hear and decide a proposed special resolution of the association.
- 4.3.5 A notice of a general meeting must state the business to be conducted at the meeting.

### 4.4 Quorum for the Adjournment of General Meetings

- 4.4.1 The number of members (including members of the Management Committee) equal to double the number of members of the Management Committee plus 1 form a quorum. No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- 4.4.2 If a quorum is not present within 30 minutes after the time fixed for a general meeting the meeting is to be adjourned to:
  - (c) The same time, date, and place the following week; or,
  - (d) A day, time and place decided by the management Committee



- 4.4.3 If at an adjourned meeting, a quorum is not present within 30 minutes after the time fixed for the meeting, the members present will form a quorum. The chairperson may, with the consent of any meeting at which a quorum is present, and shall if directed by the meeting, adjourn the meeting from time to time and from place to place
- 4.4.4 If a meeting is adjourned under the preceding provision, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting. The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- 4.4.5 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting shall be given in the same way notice is given for an original meeting.

#### 4.5 **Procedure at General Meeting**

- 4.5.1 Meetings of the association are to be conducted in accordance with Roberts' Rules. A copy of Roberts Rules is to be held by the Secretary and available at meetings. Meeting procedure to follow By-Law 1.
- 4.5.2 At each General Meeting:
- (a) The President or, if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Vice-president is to preside as chairperson; and
  - (b) If the Vice-president is absent or unwilling to act as chairperson, the members present shall elect one of their number to be chairperson of the meeting; and
  - (c) The chairperson shall conduct the meeting in a proper and orderly way.



## 4.6 Minutes of Meetings

- 4.6.1 The secretary shall ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting, Annual General Meeting and General Meeting are recorded
- 4.6.2 The secretary shall ensure the minutes for each Annual General Meeting and General Meeting, though not Management Committee Meetings, are posted on the association's website and retain a hard copy of the minutes of all meetings in case of a failure of the website.
- 4.6.3 To ensure the accuracy of the minutes:
- (a) The minutes of each Management Committee Meeting shall be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy; and
  - (b) The minutes of each Annual General Meeting or General Meeting shall be signed by the chairperson of the meeting, or the chairperson of the next Annual General Meeting or General Meeting, verifying their accuracy. The minutes of each Annual General Meeting or General Meeting is to be read at the next meeting and adopted by the members at that meeting verifying the accuracy.



## 5 Voting

### 5.1 Voting at Meetings

5.1.1 At any meeting of the association where voting is required;

- (a) Each question, matter or resolution shall be decided by a majority of votes of the members present; and
- (b) Each member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote: and
- (c) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
- (d) Voting may be by a show of hands or a division of members, unless at least 1/5 of the members present demand a secret ballot; and
- (e) If a secret ballot is held, the chairperson shall appoint 2 members to conduct the secret ballot in the way the chairperson decides: and
- (f) The result of a secret ballot as declared by the chairperson is taken to be(k) An instrument appointing a proxy shall be in writing; and
- (g) If the appointer is an individual - signed by the appointer or the appointer's attorney properly authorized in writing or if the appointer is a corporation - either under seal or signed by a properly authorized officer or attorney of the corporation; and
- (h) A proxy may be a member of the association or another person; and
- (i) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- (j) If someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy shall be in a form approved by the Management Committee; and
- (k) Each instrument appointing a proxy shall be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.



## 5.2 Electronic Voting

5.2.1 The Management Committee may put any matter to the vote of members using electronic voting:

- (a) Notice of the matter(s) to be voted on and the dates of opening and closing of voting shall be given to members by email, or if a member does not have an email address, then by regular mail.
- (b) Each question, matter or resolution shall be decided by a majority of votes of the members casting a vote, and if the votes are equal, the result shall be declared in the negative; and
- (c) Each member is entitled to 1 vote only: and.
- (d) A member is not entitled to vote if the member's annual subscription is in arrears at the date that voting closes; and
- (e) Proxy voting is not permitted in electronic voting.



## 6 Funds and Records

### 6.1 Funds and Accounts

- 6.1.1 The funds of the association shall be kept in one or more accounts in the name of the association in a financial institution decided by the Management Committee. Records and accounts shall be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 6.1.2 All amounts shall be deposited in the financial institution account as soon as practical after receipt. If an amount of \$100 or more is paid by cheque, the cheque shall be signed by the Treasurer and any 1 of the following:
- (a) The president.
  - (b) The secretary.
  - (c) Another member authorized by the Management Committee for the purpose.
- 6.1.3 Cheques, other than cheques for wages, allowances, or petty cash recoupment, shall be crossed not negotiable. All accounts held by the Assoc. shall have a requirement of two signatories. There is to be no debit cards held.. A petty cash account shall be kept by the Treasurer on the imp rest system, and the Management Committee shall decide the amount of petty cash to be kept in the account.
- 6.1.4 For reporting of accounts in accordance with the Office of Fair Trading amendment dated July 2023. The association shall report as a Small association (current assets less than \$300,000 and Annual revenue less than \$150,000)
- 6.1.5 All expenditure shall be approved or ratified at a Management Committee meeting. The Treasurer shall, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared;
- (a) The income and expenditure for the financial year just ended.
  - (b) The assets and liabilities at the close of the year.
  - (c) The mortgages, charges and securities affecting property at the close of the year.



6.1.6 The Association must complete a full audit if required to do so under another law, including the;

- (a) Collections Act 1966 (e.g., if you fundraise)
- (b) Gaming Machine Act 1991

6.1.7 The auditor must be;

- (a) A certified accountant
- (b) A registered auditor
- (c) An approved person (use downloaded form from the office of Fair Trading to certify an approved person)

6.1.8 In all other cases, verification is enough unless the members specifically want an audit done.

6.1.9 Any members of the SAA Qld Inc. may request an audit be done at any time.

6.1.10 The President and Treasurer are to verify the financial statements. If they are satisfied, they will provide a written statement to the effect:

- (a) *“The Association’s financial records show the association keeps adequate financial records to correctly record and explain transactions and enable a true and fair financial statement to be prepared.”*

6.1.11 If an auditor is required to be appointed, then that auditor shall examine the statement prepared and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.

6.1.12 The income and property of the association shall be used solely in promoting the association's objects and exercising the association's powers.

## **6.2 Financial Year**

6.2.1 The financial year of the association is from 01<sup>st</sup> July to 31<sup>st</sup> June in every year.



### **6.3 Reimbursement of Expenses**

6.3.1 Legitimate expenses incurred by members of the association whilst conducting business of the association may be reimbursed by the Treasurer after approval by the Management Committee.

### **6.4 Records**

6.4.1 The Management Committee shall ensure the safe custody of books, documents, instruments of title, securities, and other records of the association.

### **6.5 Communications**

6.5.1 The primary method of communication with members will be by email. Members who do not have access to email should notify the Secretary so that alternative arrangements can be made.

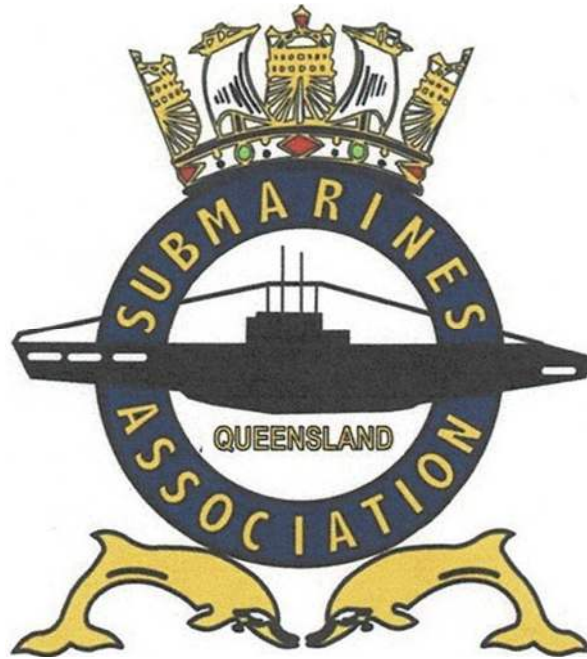
6.5.2 The Association will maintain a website through which information is made available to both members and the general public.



## 7 CREST

### 7.1 Official Crest

- 7.1.1 The Crest of SAA Qld Inc. shall be that of the SAA National with the word Queensland beneath the Submarine and mounted overall on Australian Submarine Dolphins as referenced in Figure 1.



**Figure 1 SAA Qld Inc. Crest**



## 8 By-Laws

By-Law No. 1 Conduct of Meetings

By-Law No. 2 Duties and Responsibilities

By-Law No. 3 Fee Schedule for SAA National

By-Law No.4 Submariners Walk Heritage Trail Honour Roll Wall Sub-Committee  
Roles and Administration



## 8.1 By-Law No. 1 Conduct of Meetings

8.1.1 The order of business to be considered at any meeting unless otherwise determined by the meeting shall be.

(b) ANNUAL GENERAL MEETING AGENDA – sub-Clause 6.1

- i. Open Meeting
- ii. Silence in memory of departed comrades
- iii. Apologies
- iv. Confirmation of Minutes of previous meeting
- v. Business Arising from previous minutes
- vi. Treasurer presents statement of accounts and auditor's report
- vii. Adoption of Treasurers Report
- viii. Reports
  - a. President
  - b. Secretary
- ix. Office Bearers – as appropriate
- x. Adoption of Annual Reports
- xi. Determination of subscription fees
- xii. Motions on Notice
- xiii. General Business
- xiv. Returning Officer - Results of Election
- xv. Appointment of Office Bearers
- xvi. Vote of thanks to outgoing Executive and Office Bearers
- xvii. Declaration of next meeting place
- xviii. Close meeting

8.1.2 NOTE: The Returning Officer on taking the chair shall announce the results of the election. In the case where there has been no nomination for Executive positions the Returning Officer shall call for nominations from the floor.



8.1.3 The following matters shall not be considered unless notice of motion has been given as provided for in these rules.

- (c) Alteration of or addition to the SAA Qld Inc. Constitution and By-laws.
- (d) Any significant amendment of policy.
- (e) The expenditure of any money the amount of which the meeting considers significant.
- (f) Any proposal to impose a levy.
- (g) Change of meeting dates.
- (h) A nomination for the Association's Awards.
- (i) A nomination for National Honours and Awards.

8.1.4 The conduct of meetings, at whatever level of Association, shall be in accordance with, and where there are cases of doubt or dispute, the procedures set out in 'Law and Procedure at Meetings in Australia' by P Joske shall be adopted to the extent that they are consistent with these rules and these standing orders:

- (a) No question may be debated unless it is the subject of a motion or amendment duly moved and seconded.
- (b) The Chair may require that any motion or amendment be submitted in writing.
- (c) During any debate on a motion or amendment.
  - i. The mover of the motion shall be permitted to speak for four minutes and any subsequent speaker, including the seconder and the mover of any amendment, for three minutes provided that the meeting may consent to a specified extension of time for any speaker.



- ii. Not more than two speakers, including the mover and the seconder who however may second formally and speak later at any time, shall follow successively on the same side of the question.
  - iii. A speaker shall address the meeting through the chair and shall be standing unless the Chair shall permit a speaker to remain seated.
  - iv. No speaker (except the mover of a motion, who shall reserve the right to a closing argument) shall speak more than once to a motion or once to an amendment unless the meeting gives approval to do so; and
  - v. The Chair shall not participate in any debate unless he or she retires from the chair in favour of an acting Chair for the duration of the debate on the motion or amendment to the motion
- (d) Only one amendment to a motion may be considered at any one time and an amendment which has the effect of being a direct negative of the original motion shall not be considered.
- (e) When an amendment is proposed and seconded, the debate shall relate only to the amendment. Any member may speak to the amendment notwithstanding that the member may have spoken to the motion or to a previous amendment.
- (f) When an amendment is determined, the debate on the original motion, as amended if the amendment is carried, shall be resumed. Further amendments may be proposed, provided that the proposed amendment does not amend any replacement or additional words that resulted from any previous amendment or propose the reinstatement of any words, deleted by a previous amendment.
- (g) At the conclusion of the debate on any amendment, the mover of the original motion may speak, except where that member has spoken during the debate on the amendment.
- (h) After the determination of all amendments and the conclusion of the debate, the original motion or the original motion as amended shall be put to the meeting, provided that before the motion is put, the mover of the original motion may again speak if the motion has not been amended.



- (i) Where the first amendment proposed and seconded to an original motion provides that all words after the commencing word "that" be deleted and replaced by other words and that amendment is carried, no further amendment shall be allowed, and the amended motion shall be put without further debate.
- (j) Unless otherwise provided in these rules, each motion and amendment will be determined by a simple majority of those members present and eligible to vote.
- (k) The Chair may exercise a substantive vote on any motion or amendment, except at SAA Annual General Meeting, provided that the Chair's vote is cast before the votes of other members are known.
- (l) The mover and seconded of a motion or amendment may vote against that motion or an amendment to that motion, only if the meeting is advised of such intention before the motion is put.
- (m) In the case of an equality of votes on any question the Chair, who shall not have a casting vote, shall declare the question lost.
- (n) The following formal motions may be moved and seconded at any stage of a debate after speakers for and against the question have been heard, by a member who has not moved, seconded or spoken to the question.
  - i. A motion "that the question be now put" may be accepted if the Chair is satisfied that the question has been reasonably discussed and that the views of any minority have been heard. The motion "that the question be now put" shall be voted upon without debate and, if lost, the suspended debate shall be resumed but, if carried, the debate shall cease. The question which was being debated shall be put immediately after (in the case of a un-amended motion) the mover of the original motion has exercised the right to speak again.
  - ii. A motion "that the question not now be put" shall be accepted and debated without reference as to whether or not a member has spoken previously to the question being debated. If the motion "that the question not now be put" is lost the suspended debate shall be resumed but, if carried, the meeting shall proceed to the next item of business without



taking a vote on the original or amended motion. Such a motion shall not be proposed during a debate on an amendment.

- (o) If during a debate a member rises on a point of order, the debate shall be suspended. The member shall state the point of order clearly and the Chair, who shall allow no debate or discussion, shall decide the matter promptly.
- (p) If it is moved and seconded "that this meeting disagrees with the Chair's ruling", the debate on the question before the chair shall be suspended. The Chair shall leave the chair after the appointment of an acting Chair, and the motion "that this meeting disagrees with the Chair's ruling" shall then be debated and determined. The Chair shall then resume the chair, the decision of the meeting shall prevail, and the suspended debate resumed.
- (q) Any member may ask a question without debating the motion before the chair without forfeiting the right to speak later either for or against the motion.
- (r) Any member may, with the consent of the Chair, offer an explanation of any particular expression used previously provided that the explanation is confined to the subject approved by the Chair.
- (s) Any member who;
  - i. Continues to breach the Standing Orders after being called to order by the Chair; or
  - ii. Refuses to retract any offensive expression or to apologize for any breach of Standing Orders, or
  - iii. Persists in obstructing the business of the meeting after being directed by the Chair to desist shall forfeit all rights to participate in any discussion, until the order or direction of the Chair is complied with, to the satisfaction of the meeting.



## 8.2 By-Law No. 2 Duties and Responsibilities

### 8.2.1 PRESIDENT

The President of the SAA Qld Inc. is the Senior Officer of the association and is responsible for the management and operations of the SAA Qld Inc.

### 8.2.2 The President shall.

- (a) Preside over all Management Committee meetings.
- (b) Represent the SAA Qld Inc.
- (c) Ensure sound fiscal management of Association's funds and assets.
- (d) Encourage representation of the SAA Qld Inc. within other service organizations by forging alliances and affiliations where appropriate.
- (e) Develop and maintain links with the RAN submarine community.
- (f) Advise the Committee of any period of absence that he will be unable to perform his duties.
- (g) Provide a written report to AGM of the SAA Qld Inc.

### 8.2.3 VICE PRESIDENT

The Vice President is to assume the responsibilities of the President in his absence.

### 8.2.4 The Vice President is responsible for;

- (a) Presiding at all Management Committee meetings in the absence of the President.
- (b) Act as Secretary for the SWHT Sub Committee
- (c) Promoting the Association through the media and other service organization.
- (d) Recruitment.



### 8.2.5 SECRETARY

The Secretary shall

- (a) Co-ordinate and distribute the correspondence of the Association.
- (b) Keep full and correct minutes of the proceedings of the Association.
- (c) Keep and maintain an up to date Constitution and Rules of the Association and, upon the request of a member of the Association, must make available those rules for the inspection of the member and the member may make a copy of or take an extract from the rules but will have no right to remove the rules for that purpose.
- (d) Maintain a record of;
  - i. The names and residential or postal addresses, and email addresses, date of joining of the persons who are members of SAA Qld Inc.
  - ii. The names and residential or postal addresses of any persons who are appointed or act as trustees on behalf of the Association.
- (e) Have custody of all books, documents, records, and registers of the Association, but other than those required to be kept and maintained by, or in the custody of, the Treasurer.
- (f) Perform such other duties as are imposed by these rules on the Secretary.

### 8.2.6 TREASURER

The Treasurer shall be responsible for the management of the Association's accounts and assets and shall maintain accurate records of all transactions.

### 8.2.7 The Treasurer shall;

- (a) Be responsible for the receipt of all moneys paid to or received by, or by him or her on behalf of, the Association and must issue receipts for those moneys in the name of the Association.
- (b) Deposit all funds received into the SAA Qld Inc.'s accounts at such bank or recognized financial institution as the Management Committee may determine.



- (c) Make payments from the funds of the Association with the authority of the Management Committee and in so doing ensure that all cheques are signed by himself and at least one other authorized member, or by any two others as are authorized by the Constitution.
- (d) Comply on behalf of the Association with respect to the financial records of the Association by;
  - i. Keep such accounting records as correctly record and explain the financial transactions and financial position of the Association.
  - ii. Keep its accounting records in such manner as will enable true and fair accounts of the Association to be prepared from time to time.
  - iii. Keep its accounting records in such manner as will enable true and fair accounts of the Association to be conveniently and properly audited.
  - iv. Submit to members at each annual general meeting of the Association a financial audit of the Association's funds showing the financial position of the Association at the end of the immediately preceding financial year.
- (e) Whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction. Minimum requirement of one report each year to be delivered and ratified at the AGM.
- (f) Create an Annual Budget for the operation of the SAA Qld Inc., and;
- (g) Perform such other duties as are imposed by these rules on the Treasure.



### 8.3 By-Law No. 3 Fee Schedule for SAA National

#### 8.3.1 Joining Fee and Subscriptions

The joining fee and annual subscription payable by members as defined in Clause 2.9 of the constitution shall be such an amount as determined from time to time at an AGM of the SAA National.

#### 8.3.2 Current Fees (as at adoption of constitution)

(a) JOINING FEE      AUD \$20.00

#### (b) SUBSCRIPTION

- i. 1 Year    AUD \$10.00
- ii. 5 Years    AUD \$40.00
- iii. 25 Years    AUD \$175.00

8.3.3 A Membership year is 1<sup>st</sup> January – 31<sup>st</sup> December.

8.3.4 All subscription fees must be received by the SAA National Treasurer by 31<sup>st</sup> December each year.

8.3.5 It is important to note that if a member of the SAA Qld Inc. wish to use the services of the Welfare committee and possibly the fund, they must be a financial member of SAA National.

8.3.6 Fees Correct at Change 24 July 2021



#### 8.4 By-Law No. 4 Submariners Walk Heritage Trail Honour Roll Wall Sub-Committee Roles and Administration

8.4.1 As Authorised under section 3.9 which states:

*“The Management Committee may delegate the whole or part of its powers to a sub-committee consisting of association members and such other persons considered appropriate by the Management Committee under the following conditions”:*

- (a) A sub-committee may only exercise delegated powers in the way the Management Committee decides.*
- (b) A sub-committee may elect a chairperson of its meetings.*
- (c) A sub-committee may meet and adjourn as it considers appropriate.*
- (d) A question arising at a sub-committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.*

8.4.2 This By-law delegates these powers of the SAA Qld Inc. Management Committee to form and operate as the Submariners’ Walk Heritage Trail (SWHT) Honour Roll Wall Sub-Committee.

8.4.3 The sub-committee is authorised to:

- (a) Select a chairperson and committee members comprised of Chairperson, Secretary and two office bearers.
- (b) Hold meetings no less than four months apart.
- (c) Hold elections of the office bearers within the sub-committee.
- (d) Record the Minutes of each meeting by the Secretary of the SWHT Honour Roll Wall Sub-committee.



- (e) Provide a copy of Minutes of meetings held to the SAA Qld Inc. Management Committee via the Secretary, SAA Qld Inc.
- (f) The SWHT Honour Roll Wall Sub-Committee Secretary is to liaison with SAA Qld. Inc. and provide a report to the AGM and General Meeting.

#### 8.4.4 Objectives of SWHT Honour Roll Wall Sub-Committee

- (a) The general management and oversight of the SWHT Honour Roll Wall Sub-Committee be conducted in compliance with SAA Qld Inc.'s Constitution.
- (b) Liaison with Brisbane City Council officers plus other contractors as required.
- (c) Publication of the availability of the SWHT Honour Roll Wall for qualified submariners.
- (d) To verify and validate all claims submitted by applicants for the erection of a plaque on the Honour Roll Wall of qualified submariners, all legitimate claims will be forwarded to the SAA Qld Inc. Management Committee for ratification.
- (e) Assist arrangements with applicants for the manufacture and erection of plaques including, if requested, the spreading of the deceased ashes upon the Brisbane River near the model submarine sited adjacent to SWHT Honour Roll Wall.
- (f) To keep records of all relevant documents and correspondence pertaining to applicants

#### 8.4.5 Sub-Committee Finances

- (a) The Sub-Committee is not authorised to hold money.
  - i. Any donations and grants received is to be held by the SAA Qld Inc. Treasurer.
- (b) Any applications for grants for expansion or improvements to the Honour Roll Wall are the sole responsibility of SAA Qld Inc.
  - i. Subject to approval by the SAA Qld Inc. Management Committee, the sub-committee may receive donations for the future expansion of the Honour Roll Wall. All such donations are then processed by the SAA Qld Inc. Treasurer as per SAA Qld Inc's Constitution Section 6.



- ii. Future expansion of the Honour Wall is subject to approval by the SAA Qld Inc. Management Committee and Members of SAA Qld Inc. at a General Meeting.
- iii. Minor expenses claim, accompanied by receipts submitted by the Sub-Committee, when approved by the Management Committee, will be processed by the SAA Qld Inc. Treasurer

8.4.6 The SAA Qld Inc. Management Committee may review, amend, or repeal this by-law from time to time.

- (a) If requested by the SWHT Sub-Committee and agreed by a meeting of the Management Committee. It shall then be put to a General Meeting of SAA Qld Inc. to ratify the Change.
- (b) If some aspect of the Sub-Committee's operation falls outside its objectives.



## 9 Appendix

Appendix A: Application for Membership of SAA National

Appendix B: Application for Assistance from SAA National Welfare Fund

Appendix C: Notice of Motion

Appendix D: SAA Qld. Inc. Organisational Chart

Appendix E: Nomination for SAA Qld Inc. Management Committee

Appendix F: Appointment of a Proxy



## Appendix A Application for Membership of SAA National

I, .....  
(Full Name)

of .....  
(No and Street Names)

..... P/C .....  
(Suburb & State))

Apply to become an;      Ordinary Member       Associate Member       Social Member  (Tick One Only)  
of the Submarines Association Australia.

On acceptance as a member, I agree to be bound by the rules of the Association.

I accept that information contained in this application will be provided to any Branch of the Association.

Signature: ..... Date: .....

NOTE: On acceptance of membership members will be classified a 'Member of the Branch' in the State of residence. Members residing in a State with more than one Branch shall be classified as a member of the Branch nearest their residential address. Members may nominate their preferred Branch for Membership. Members may nominate as an 'Unattached' member, see Clause 4.1.1 of the SAA Constitution for details.

Nominated Branch - ACT , NSW , Nth QLD , QLD , SA , TAS , VIC , WA , 'Unattached'

This application must be accompanied with evidence of submarine service or information relative to the category of membership for which this application applies.

Preferred Name: (or Nickname in the Service) ..... D.O.B.....

Email Address: .....

Phone: (Home) ..... (Work) ..... (Mobile).....

Partners Name:

(Optional).....

Which Service (RAN, RANVR, RN, USN etc) ..... Service

Number.....

Date Joined Service: ..... Discharge date ..... Rank/Rating.....

S/Q Category .....

Honours/Awards/decorations (include MinD if applicable): .....

Submarines Served on:      Dates (Approximately)

.....  
.....  
.....  
.....

Service Highlights/History (use separate sheet if insufficient space)

.....  
.....  
.....

I consent to the following information being posted on the SAA website

Name: ..... YES  NO

Address: ..... YES  NO

Email: ..... YES  NO

Phone No's: ..... YES  NO

Contact details to SAA members on request: ..... YES  NO

Please send completed application form with cheque/money order made out to the Submarines Association Australia to.

Mr John Rana, National Treasurer C/o PO Box 6102 Waikiki WA 6169

Phone: 0402 143 211 Email: Treasurer@submarinesaustralia.com

Details for Payment by EFT:

Bank:    AMB (Australian Military Bank) Name:      Submarines Assoc Aust Account: 100125212

BSB:    642170

ID:      (Surname/Initials) Subs



### Appendix B Application for Assistance from SAA National Welfare Fund

Name of Applicant.....

(Full Name)

Address.....

.....P/C .....

Phone No: .....Mobile .....

Email.....

Date joined association ..... / ..... / .....

Brief description of purpose of Application.....

.....  
.....  
.....

Has alternatives been investigated i.e. Federal and State agencies – YES  ..... NO

If yes state agencies.....

.....

Specify type of assistance requested.....

.....  
.....

If monetary assistance is required state amount requested AUD\$. .....

Supporting statement by Branch Executives.....

.....  
.....  
.....

Applicants Signature ..... Date .....

Branch Executive Name.....Position .....

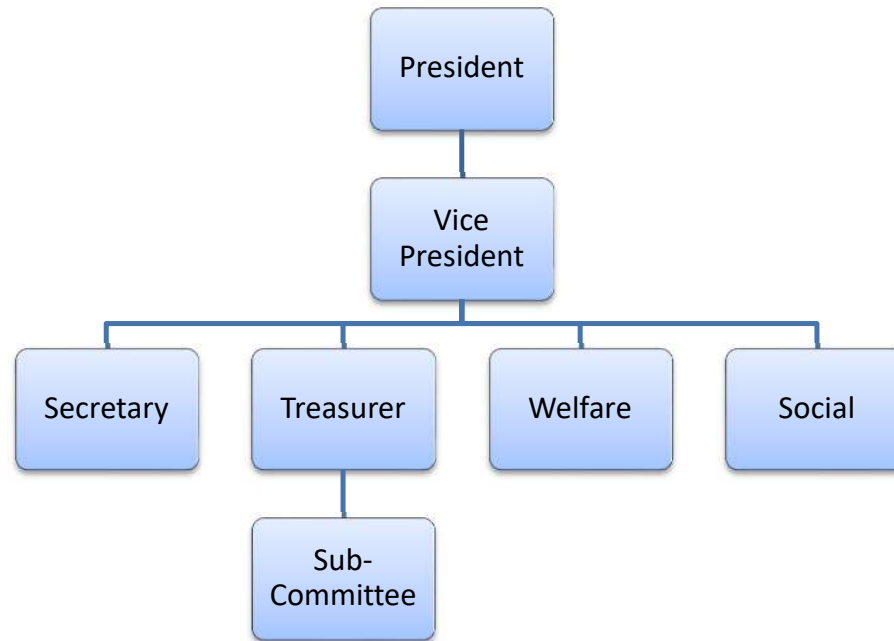
Signature .....







### Appendix E SAA Qld. Inc. Organisational Chart



**Appendix F – Appointment of a Proxy**

**\*\*\*PROXY VOTING FORM\*\*\***

**Submarines Association Australia – Queensland Inc  
ABN 29 574 566 289**



By way of this proxy, I appoint \_\_\_\_\_, a  
(Name)

financial member in good standing of the Submarines Association Australia Queensland Inc,

to vote on my behalf at the Annual General Meeting of the SAA-QLD Inc on  
\_\_\_\_\_ (Date) in relation to the appointment of Officer Bearers and any other  
matters in the aforementioned association.

Print name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Original (or a signed and scanned copy) of the signed proxy form must be in the hands of the nominated proxy (who must be present at the meeting) by the commencement of the meeting.