

## BUNDABERG DISTRICT WOMEN VETERANS: BY LAWS

| 1   | Administrative & Planning Matters       | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                         | Ref No              |
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| 1.1 | Policy & Procedures                     | That the management committee maintain Policy and Procedures documents.                                                                                                                                                                                                                                                                                                                                                                                    | MC 13.4<br>19Oct 20 |
| 1.3 | By Laws and Schedule                    | That the secretary is to ensure that all members, including new members, are informed how to access association bylaws and the schedule annexed to the by laws                                                                                                                                                                                                                                                                                             | MC 13.2<br>19Apr21  |
| 1.4 | Schedule                                | That a schedule recording a list of items (e.g. approved donations, names of association approved signatories, etc.) which relates to these by laws is to be maintained and kept up to date by the secretary. The schedule may be amended at any time by the management committee. All amendments are to be notified to association members. The schedule is to be an annex to the association by laws.                                                    | MC 13.2<br>19Apr21  |
| 1.5 | Property Register                       | That the property manager or treasurer maintain an up to date register of association property.                                                                                                                                                                                                                                                                                                                                                            | MC 13.2<br>19Apr21  |
| 1.6 | Historic name                           | That 'Bundaberg & District Ex Servicewomen's Association' be referred to as our former name, as per the constitution and be used in identifying the Association with the short title within association documentation, of 'ex servicewomen' in any way the management committee approve within the interpretation of the constitution.                                                                                                                     | MC 12b1<br>20May19  |
| 1.7 | Postal Office Box 397                   | That the key holders authorised to collect association mail for the association post office box be the secretary and assistant secretary or in their absence another member of the management committee as authorised at a meeting of the committee.                                                                                                                                                                                                       | MC 13.3<br>17Oct22  |
| 1.8 | Membership Register                     | That members exercising their right to view the membership register be not permitted to take a copy of any details unless authorised by the secretary.                                                                                                                                                                                                                                                                                                     | MC 13.4<br>19Oct 20 |
| 2   | Banner, Badges & Symbols                | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                         | Ref No              |
| 2.1 | Committee Position Plates               | That a plate showing the committee position with the association badge be provided to committee members for use during their term of office, at the association's expense.                                                                                                                                                                                                                                                                                 | MC 12b1<br>20May19  |
| 2.2 | Members' Name Plates                    | That a plate showing the members' name and service along with the association stacked badge on a white background, with the printing and border colour representative of service (navy, red, blue) be the preferred style for the members' name plate and may be purchased at the member's expense.                                                                                                                                                        | GM 12a<br>20May19   |
| 2.3 | Association Banners and Placard         | That due to its age and fragile condition, the original, circa 1971, cloth association banner only be used for special ceremonial occasions where it is unlikely to be further damaged; that the 2012 ex servicewomen banner be used for historical purposes; and the 2019 women veterans banner and placard be used on all occasions as appropriate. The use of any banner or the placard to be in accordance with direction by the management committee. | MC 12b1<br>20May19  |
| 2.4 | Remembering Our War Nurses Logo         | That use of the Remembering Our War Nurses logos in any form must be approved by the management committee.                                                                                                                                                                                                                                                                                                                                                 | MC 12d<br>19Jan15   |
| 2.5 | Ex Servicewomen Logo and Badge          | That use of the Bundaberg & District Ex Servicewomen's Association logo or badge in any form must be approved by the management committee                                                                                                                                                                                                                                                                                                                  | MC 12b1<br>20May19  |
| 2.6 | Bundaberg District Women Veterans Logos | That use of the Bundaberg District Women Veterans logos in any form must be approved by the management committee.                                                                                                                                                                                                                                                                                                                                          | MC 12c<br>20Feb17   |

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| 2.7      | Bundaberg District Women Veterans Shirt   | That shirts embroidered with the Women's Veterans logo may be worn by service members only; and those with the addition of the wording 'Friends and Associates of the' may be worn by FOE or Associate members only. Shirts embroidered with an association logo should not be worn when it could reflect badly on the association.                                                                                                                                                   | MC 13.2<br>19Apr21  |
| 2.8      | Logos and Artwork                         | Use of any association logo or artwork as detailed in the Artwork Register, in any form, must be approved by the management committee.                                                                                                                                                                                                                                                                                                                                                | MC 13.2<br>18May20  |
| 2.9      | Membership badge                          | That only entitled financial service members be permitted to purchase and wear an association membership badge.                                                                                                                                                                                                                                                                                                                                                                       | MC 12b1<br>20May19  |
| 2.10     | Life Member's badge                       | That only members who have been awarded life membership be permitted to purchase and wear an association life membership badge.                                                                                                                                                                                                                                                                                                                                                       | MC 12b1<br>20May19  |
| 2.10     | Dress Hat                                 | That a wide brim 'dress' hat may be worn by members, with the association preferred colour being light cream/sandy tones. However, any colour wide brim hat may be worn with approved association attire.                                                                                                                                                                                                                                                                             | MC 13.11<br>10Mar21 |
| 2.11     | Hat Trim                                  | That the multi-coloured special association hat trim, forms part of the 'association dress hat' when worn with the official association shirt.                                                                                                                                                                                                                                                                                                                                        | MC 13.11<br>10Mar21 |
| <b>3</b> | <b>Ceremonial Activities &amp; Events</b> | <b>Resolution Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Ref No</b>       |
| 3.1      | ANZAC Day - War Nurses Memorial           | That the association conduct the ANZAC Day service at the War Nurses Memorial in accordance with the programme approved by the management committee and endorsed by the Bundaberg Regional Council.                                                                                                                                                                                                                                                                                   | MC 12d<br>19Jan15   |
| 3.2      | Salute to Servicewomen                    | That, where possible, an annual commemoration titled <i>Salute to Servicewomen</i> 'Quiet Moment' be held at the memorial dedicated to the Women of the Australian Defence Force, located in Lions Remembrance Park, Bundaberg at a date and in a format as determined by the management committee.                                                                                                                                                                                   | MC 13.2<br>15Apr21  |
| 3.3      | Roll Call                                 | That deceased members be honoured by inclusion in a Roll Call at the next <i>Salute to Servicewomen</i> 'Quiet Moment' service. Names to be those who have passed away since the previous Roll Call.                                                                                                                                                                                                                                                                                  | MC 13.2<br>19Apr21  |
| 3.4      | Wreath                                    | That fresh floral wreaths be the standard for use by the association for commemorations as scheduled, and flowers to the schedule value or handmade tributes be utilized for all other commemorations unless specifically decided by the management committee to meet with a significant commemorative requirement.                                                                                                                                                                   | MC 13.2<br>16Oct23  |
| 3.5      | Lodge Commemorations                      | That special days that coincide with association activities at the Lodge, be commemorated as and when appropriate                                                                                                                                                                                                                                                                                                                                                                     | MC 13.3<br>19Sep22  |
| <b>4</b> | <b>Financial Matters</b>                  | <b>Resolution Details</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>Ref No</b>       |
| 4.1      | Audit                                     | 1. That Bundaberg District Women Veterans Inc having the financial obligations of a small association in accordance with the Office of Fair Trading scale, remove the requirement for an Audit to be conducted by an Honorary Auditor; and<br><br>2. That an Internal Audit is to be conducted at the end of each financial year by members of the Finance and Audit Sub-Committee prior to the verification of the association's financial statements by the President or Treasurer. | MC 13.2<br>16Oct23  |
| 4.2      | Donations                                 | That a list of association donations be maintained, reviewed and approved annually by the management committee. The list to be recorded on the schedule annexed to these by laws.                                                                                                                                                                                                                                                                                                     | MC 12d<br>19Jan15   |

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| 4.3  | Transport Hire                       | <p>a) That where transport has been arranged by the association, a member's contribution is to be no more than recorded on the schedule annexed to these by laws, with the association contributing the balance of transport costs.</p> <p>b) That each day activity where transport hire is to occur, a minimum number of travellers be set by the committee to aim that the outlay by the association is no more than 50% of the cost of hire.</p> <p>c) That trips extending beyond one day where transport hire is to occur, the minimum number of travellers be set by the committee and a per day travel subsidy limit for members be as scheduled.</p>                               | <p>a) Feb-13</p> <p>b)<br/>MC 12c<br/>17Oct16</p> |
| 4.4  | Signatories                          | <p>1. That the signatory for Association Accounts be the President, Treasurer, Vice President, Secretary, Assistant Treasurer, Assistant Secretary with any two to sign.</p> <p>2. That there be three online bank account administrators in accordance with by law 4.4.1 one of which must be the treasurer.</p>                                                                                                                                                                                                                                                                                                                                                                           | MC 15.2.1<br>21Oct24                              |
| 4.5  | EFT Limit                            | That the daily limit for Electronic Funds Transfer from the Association Westpac account be as recorded on the schedule.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | MC12a<br>17Aug15                                  |
| 4.6  | Subsidy                              | That subsidies for attending an association activity or function apply to members only unless otherwise approved; and that the management committee be the approving authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | MC 12b<br>19Oct15                                 |
| 4.7  | Honorarium & Remuneration            | <p>a. That an honorarium, as scheduled, may be provided to volunteers in the following appointments: president, secretary, treasurer, and wellbeing support officers.</p> <p>b. The schedule amount is for actively carrying out their allotted role from date of AGM. Active role is to include forward planning to the next AGM; the amount of honorarium may be reduced pro rata with inactivity.</p> <p>c. That the payment of remuneration and any benefits given to committee members and their relatives be disclosed by inclusion of detail in the association Annual Report being presented to the Annual General Meeting, as directed by Office of Fair Trading WEF 1July2024</p> | MC 14.2<br>16Sep24                                |
| 4.8  | Volunteer payments                   | That payment of a subsidy for Out of Pocket Expenses (OPE) incurred by volunteers be considered for authorisation by the management committee on a case by case basis and paid in arrears at the rate as scheduled.                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MC 14.2<br>16Sep24                                |
| 4.9  | Meeting Raffle                       | That the cost of a ticket for the monthly raffle be as scheduled                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | MC12a<br>17Aug15                                  |
| 4.10 | Finance & Audit Financial Delegation | That the chair of the Finance & Audit Sub Committee has the authority to approve expenditure for the sole purpose of fundraising, for an amount which is not to exceed the lesser of either \$200 or 50% of the value of expected income generated from sale of raffle tickets or fundraising items. Expenditure above this threshold must be approved by the management committee.                                                                                                                                                                                                                                                                                                         | MC 13.4<br>21Jun21                                |
| 4.11 | Grant Officers                       | That appointed grant officers, as scheduled, be authorised to sign and submit grant applications, as approved by the management committee                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MC13.2<br>10Mar21                                 |
| 4.12 | Lodge Expenses                       | That the Lodge day-to-day operational expenditure allowance authorised for the liaison officer, property officer and treasurer be as scheduled, with all expenditure reportable to the next management committee meeting.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MC 13.4<br>20Sep21                                |

| 5   | Meetings, Committee, Appointments & Volunteers | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ref No                  |
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| 5.1 | AGM                                            | That the association patron, or in her absence, a member elected from the meeting, chair the election of president at the annual general meeting.                                                                                                                                                                                                                                                                                                                   | 17Mar14<br>12.b         |
| 5.2 | <i>vacant</i>                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                         |
| 5.3 | Volunteers                                     | That all association volunteers be advised that Volunteer Insurance only applies for volunteers aged 84 or less.                                                                                                                                                                                                                                                                                                                                                    | MC 13.4<br>19Oct 20     |
| 5.4 | December & March MC Meetings                   | That a management committee meeting scheduled in December or March to finalize any outstanding business include the option to lunch together at association expense up to a total amount as scheduled.                                                                                                                                                                                                                                                              | MC 13.3<br>18Oct21      |
| 5.5 | Second Vice President                          | That the need for a second Vice President be determined ahead of calling for nominations for the management committee for election at an AGM.                                                                                                                                                                                                                                                                                                                       | MC 13.3<br>19Sep22      |
| 6   | Membership, Patron, FoE's & Free subscription  | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ref No                  |
| 6.1 | Subscription                                   | That the annual membership subscription be reviewed annually by the management committee and presented to a general meeting for approval. Changes to be recorded in the schedule to these by laws.                                                                                                                                                                                                                                                                  | MC 12d<br>19Jan15       |
| 6.2 | Subscription Change                            | That where an increase or a decrease in membership subscription is approved at a general meeting,<br>a. that increase/decrease will be effective from 01 January of the year nominated for commencement; and<br>b. that where members have paid their subscription in advance, the new subscription fee will be effective from the due date for renewal.                                                                                                            | MC 13.2<br>21Feb22      |
| 6.3 | Patron                                         | That an Association Patron may be appointed on approval of a general meeting.                                                                                                                                                                                                                                                                                                                                                                                       | MC 12b<br>21Jan19       |
| 6.4 | Life Membership                                | That life membership criteria be "that a member being nominated for life membership of the association, must have been financial for a period of at least ten years, unless less than ten years is accepted as being due to unavoidable circumstances, and have rendered seven years of outstanding and meritorious work for the association".                                                                                                                      | MC 12b1<br>20May19      |
| 6.5 | Friends of Ex Servicewomen (FoEs)              | That a FoE is a person who has supported and or assisted our Association over a reasonable period of time prior to 10Apr2015 and who has been accepted by the members as a Friend. FoE's pay no membership subscription and from 10Apr2015 are afforded Associate Member status. This status is to be reviewed in accordance with Policy 17 'Above & Beyond' Awards – Review: a list of approved FoEs is to be maintained on the Schedule annexed to these By Laws. | MC 12b1<br>20May19      |
| 6.6 | Above & Beyond                                 | That a list of associates awarded Above & Beyond honorary status be maintained on the Schedule annexed to these By Laws.                                                                                                                                                                                                                                                                                                                                            | MC 12b1<br>20May19      |
| 6.7 | Free Subscription                              | That a member over the age of eighty or who is in difficult circumstances can be exempted from paying the annual membership subscription for life or for a stated period by the management committee. A list of these members is to appear on the schedule annexed to these by laws.                                                                                                                                                                                | MC<br>13.5.1<br>16Aug21 |
| 6.8 | Pro-rata membership                            | That applications for membership approved after 30 September of any year enable the applicant to be considered financial through to the end of the following financial year.                                                                                                                                                                                                                                                                                        | MC 12a3<br>17Oct16      |
| 7   | Activities & Events                            | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ref No                  |
| 7.1 | 5 year Reunions                                | That the association celebrate major reunion birthdays every 5 years over a weekend in July.                                                                                                                                                                                                                                                                                                                                                                        | MC 12d<br>19Jan15       |

| 8   | Wellbeing & Advocacy  | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ref No                                                               |
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| 8.1 | Reserved              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                      |
| 8.2 | Advocate Training     | That should an association member commence training as an Advocate under ATDP, that they seek endorsement of a larger body that is already a VITA member e.g. RSL.                                                                                                                                                                                                                                                                                                                                                                                                                                                  | MC 12.5.2<br>19Aug19                                                 |
| 8.3 | Wellbeing incidentals | That the wellbeing officer be authorised to approve expenditure on wellbeing support incidentals such as flowers, fruit, sweets, magazines and non-alcoholic refreshments at a rate of one per person annually when visited at home or in hospital by a Wellbeing Support Officer. The purchase is to be up to the amount listed in the schedule.                                                                                                                                                                                                                                                                   | MC 13.2<br>10Mar21                                                   |
| 8.4 | Funeral Tributes      | That a single yellow rose be the standard for use by the association as a tribute to a member's funeral when appropriate.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | MC 3.5.1<br>20Jan20                                                  |
| 9   | Legacy Lodge 'Lodge'  | Resolution Details                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Ref No                                                               |
| 9.1 | Control               | That all aspects of use of the Lodge be approved by the management committee and be in accordance with requirements of owner Bundaberg Legacy.                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | MC13.4.3<br>20Sep21                                                  |
| 9.2 | Lodge Appointments    | That the appointments relating to The Lodge be:<br>1. Liaison Officer, responsible for liaison with Bundaberg Legacy and holds authority on any issue not already approved by the management committee;<br>2. Authorised key access. That the authorised persons with key access be the Liaison Officer, President, Secretary and Property Officer.<br>3. Librarians, responsible for the maintenance and security of library items and information 'hand-outs'.                                                                                                                                                    | MC13.4.3<br>20Sep21<br><br>MC 13.2<br>16 Jan 23<br>MC13.2<br>11Apr22 |
| 9.3 | Liaison Officer       | That a member appointed as Lodge Liaison Officer be authorised as our official contact with owner Bundaberg Legacy, required to report to and have the power to advise the management committee and approve arrangements with Bundaberg Legacy to a level acceptable to both parties.                                                                                                                                                                                                                                                                                                                               | MC13.4.3<br>20Sep21                                                  |
| 9.4 | Key security          | 1. That all authorised key holders sign the key register and on so doing, accept the responsibility of maintaining their set of Lodge keys in a secure manner.<br>2. That the key register is to be maintained up to date by the secretary.<br>3. That the key-lock and associated code be maintained by the secretary, with the authority to provide additional persons access for specific purposes with a record of each approval to be maintained and reported to the next management committee meeting.<br>4. That the secretary notify the authorised key holders of the key-lock code including all changes. | MC13.4.3<br>20Sep21<br><br>MC 13.2<br>16 Jan 23                      |
| 9.5 | Funding               | That the association fund essential refreshment consumables in accordance with by law 4.12                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | MC13.4.3<br>20Sep21                                                  |
| 9.6 | Cleanliness           | That every member is responsible for the maintenance of cleanliness including removal of all pest attracting items and general safety compliance.                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | MC13.4.3<br>20Sep21                                                  |
| 9.7 | Consideration         | That all users are required to be considerate of other Legacy Lodge residents in all ways and at all times.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | MC13.4.3<br>20Sep21                                                  |

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| 9.8 | Lodge Property | That the property officer be the responsible person for association owned and on-loan property held in the Lodge and is to be kept informed of any movement of such items. The property officer has the right to refuse removal of any item. | MC13.4.3<br>20Sep21 |
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