



2ND FIELD AMBULANCE PAST MEMBERS ASSOCIATION

“RULES AND STATEMENT OF PURPOSE”

1. NAME:

The Association will be known as 2nd Field Ambulance Past Members’ Association (herein after referred to as “The Association”)

2. AIMS:

The aims of the Association are:

- (a) to propose goodwill and camaraderie among its Members*
- (b) to promote social interaction amongst Members, their families and friends and other parties sharing common interest with Members and the Veteran Community.*
- (c) to provide support and guidance for any Member experiencing difficulty with Vietnam Service related problems.*

3. AFFILIATIONS:

The Association will be affiliated with the 2nd Australian Field Ambulance Past Members’ Association A.I.F.

Or any other Medical Unit approved by a General Meeting.

4. MEMBERSHIP:

Membership to the Association is broken into the following classifications:

- (a) Full Membership: is open to those personnel who have served with the 2nd Field Ambulance whilst in service with the ADF.*
- (b) Associate Membership: is open to spouses of Full members and those persons who have served in other areas of the ADF.*
- (c) Affiliate Membership: is open to other persons who are considered acceptable as members by the Executive Committee.*

4A. VOTING RIGHTS:

*Only Full Members have the right to vote on changes to these Rules & Statement of Purpose.
On all other matters Full and Associate Members only have the right to vote.*

/2

/2

5. MANAGEMENT:

Management of the Association will vest in an Executive Committee which will be responsible for the Control and Administration of the Association activities.

The Executive Committee which will be elected by Financial Members, present and entitled to vote, at a General Meeting will consist of: (a) President; (b) Vice President; (c) Secretary; (d) Treasurer all of whom must be Full Members of the Association with service in Vietnam.

In addition to the Committee, State/Territory Representatives will be elected at a General Meeting of Members to co-ordinate all aspects of the Association activities within their State/Territory and maintain contact with the Executive Committee and provide reports to be published in the periodical issue of the Vampire Newsletter as notified by the Secretary.

Additionally, other members may be seconded to the Committee as deemed necessary by the Committee and then this must be ratified at the next General Meeting of the Association.

Representation by the Association is to be maintained with Affiliates and other Veteran Organizations and the Association it maintain, where possible and within Association resources, a pro-active presence in the RSLA and other Veteran Welfare matters.

Financial management of the Association is the responsibility of the Executive Committee in general.

The main bank account will be maintained in the name of the Association by the National Treasurer at the discretion of the Executive Committee and will be operated by any two signatures of the Executive Committee as a minimum requirement.

State Representatives may open a bank account in the name of the Association including the State name but must only contain monies raised by the State Representative and his committee for social occasions, He must send an audited Financial Statement at least once yearly or whenever the National Treasurer requests it.

6. RESPONSIBILITIES:

PRESIDENT:

The President of the Association is responsible for the management, tone and general functioning of the Association including the work of the Executive Committee. He shall preside at all meetings of the Association and shall at a General Meeting present a report of the Associations activities.

VICE PRESIDENT:

The Vice President shall assist the President in all matters of Association management and in his absence will assume the duties normally carried out by the President.

/3

/3

SECRETARY:

The Secretary is responsible to the President and Members of the Association for maintaining an accurate record of all General and Committee Meetings and the prompt circulation of the minutes to all Financial Members.

He is responsible for the accurate keeping of Inwards and Outwards correspondence and liaise with the Treasurer on the payment of all accounts and income received on behalf of the Association.

He is to maintain an up to date Register of Members of the Association and to keep the President informed of any changes to the Register on a periodical basis.

He will initiate contact and correspond as required by the Executive Committee with other organizations and bodies.

The Secretary has the sole responsibility for all contact on behalf of the Association and will keep the Executive Committee informed, as soon as is practicable, with pertinent information.

TREASURER:

The Treasurer is responsible to the President and Members of the Association for maintaining accurate Financial Records and to accurately account for the receipt and payment of monies from any source and expenditure incurred in the day to day running of the Association. He will prepare accounts for payment and draw cheques for counter signature by at least one other member of the Executive.

He will compile and produce at all Committee and General Meetings a Statement of Receipts and Payments and a Reconciliation of the Bank Accounts for acceptance at those meetings.

He is to maintain an accurate record of the necessary information pertaining to the Associations Reunions and keep members of the Executive informed when required.

STATE REPRESENTATIVES:

They are responsible for the ongoing co-ordination of the Association affairs within their State areas and to pro-actively foster the Associations Aims with Members and their families.

They will act as a contact point for welfare related matters and provide guidance where necessary to Members and their families. They should seek assistance from members of the Executive should these matters exceed their ability.

They will actively promote the Association activities and endeavour promote and hold social activities and, if able, to raise monies for these activities.

They are responsible to organize the National Reunion when it is their turn to hold it. Reunions are normally held every two (2) years and rotated between the nominated States/Territories. They should form a social committee to assist with organizing such reunion.

6. SUBSCRIPTIONS & FEES:

Subscriptions and Fees are to be decided by a General Meeting at which time all Members are to be financial

/4

/4 Subs & Fees cont.

The Associations Financial Year is deemed to commence on 1st January each year and Members will be issued with a Membership Receipt and Card based on calendar years.

Any Member who fails to pay Membership Subscriptions will be deemed to be unfinancial and therefore forfeits Membership privileges of the Association or its affiliates until those due subscriptions are duly paid.

7 MEETINGS:

A general Meeting shall be held at intervals not exceeding two (2) years.

Members are to be informed by the Secretary of the venue and time of that meeting.

A quorum for the General Meeting shall be at least twenty five (25) per cent of Financial Members entitled to vote and with a minimum of two (2) Executive Committee Members present excluding the President.

Committee Meetings and Extraordinary General Meetings may be convened by the President and other Members of the Executive Committee to action matters considered sufficiently important that delaying them to the next General Meeting would not be in the best interest of the Association.

An Extraordinary General Meeting may be convened by the President and the Executive Committee or at least 25% of Financial Members to discuss a specific topic. At least thirty (30) days notice must be notified in writing by the requesting Members and they must also state the topic for discussion.

Executive Committee Meetings for the purpose of these rules can be held without the need for the Executive Members to be physically present in the one place at the same time but can be conducted either by e-mail, fax or telephone providing all Executive Committee Members ratify decisions reached by signing a copy of the Minutes of that Meeting.

8. AMMENDMENTS TO THE RULES AND STATEMENT OF PURPOSE:

The Rules and Statement of Purpose may be amended or added to by the resolution of two thirds of the Financial Members present and entitled to vote at a General Meeting.

9. TERMINATION OF THE ASSOCIATION:

If through the waning of membership or for any other reason continuation of the Association is considered by the Executive Committee and Financial Members not to be viable, the remaining funds, after settling all outstanding accounts payable, are to be withdrawn from the Association bank accounts, including individual State Accounts, and paid to a mutually agreed Veteran Welfare Organization. (such as RSL Care Homes to be removed)

All Account Books are to be professionally Audited.

The Secretary or his representative is to notify Veteran Organizations, Affiliates and other bodies considered appropriate by the Executive Committee of the Termination of the Association.