**Constitution of the Amberley Defence Communities Inc.**

**Introduction**

1) The name of the group shall be Amberley Defence Communities Inc herein after referred to as ADC Inc.

**Aims & Objectives**

2) To support defence personnel and their families on and throughout arrival in their new posting location, Amberley, through -

a) Facilitating the establishment of the new social and/or professional networks, within both the defence and wider community.

b) Providing information on the local area, including professional services, community groups, recreational options etc.

3) To provide an avenue in which to offer continued support in the many unique challenges faced by the members of the defence community

a) by giving people the opportunity to share and discuss topics and situations with others who have had similar experiences

b) by organising periodical activities and events enabling families and members to get together with others and enjoy fun days out at minimal cost.

**Affiliation**

4) The group shall affiliate with DCO, The Australian Defence Force, Legacy Australia, The Return Services League, DFA and many other defence and community organisations in a safe, respectful and honest manner.

**Constitution and Amendments**

5) Any changes to the constitution need to be made at an Annual General Meeting or Extraordinary General Meeting; heard by the committee and voted upon with a 51% minimum agreement.

6) If overruling is required, this can only be done by the President and under dire circumstances.

**President**

7) The president is to guide the activities of the ADC Inc, adhering to QLD law, and in accordance with directives of RAAF Base Amberley.

8) The President, or their authorised delegate, is to attend all meetings of the ADC Inc.

**Executive committee**

9) The Executive committee of the ADC Inc shall comprise of the following elected members

a) President

b) Secretary

c) Treasurer

**Membership**

10) ADC Inc will consist of General Members, Financial Members and Committee Members.

11) All committee members on election shall deemed to have agreed to be bound by this constitution, rules and by-laws of ADC Inc.

**Qualification to Membership**

12) To qualify for membership to ADC Inc a person must be

1 a) a member of The Australian Defence Force, or,

 b) a public servant employed by RAAF AMB, or,

 c) a partner and/or dependant of a serving or retired member, or,

 d) other civilians deemed acceptable by the ADC Inc committee.

2) Be prepared to support and promote the welfare of the group

3) Be of good character and compatible with other members.

**Definition of members**

**General Members**

13) General Members are those who are members of the ADC Inc Facebook page.

**Financial Members**

14) Financial members are those who choose to pay an annual membership fee for their household, and shall adhere to the constitution. Financial members will be entitled to ADC Inc privileges including but not limited to a discount or free events, a vote at meetings, ability to become a committee member.

**Committee Members**

15) Committee Members are financial members who have been elected to office or appointed as a committee person.

**Application for membership**

16) The following conditions will apply to all applications for membership to ADC Inc as a Financial Member.

a) Applications must be made in writing on the form prescribed by the committee and shall bear the nominees name, partner/dependants names, address, date and signature.

b) There will be a $10 per household fee covering a “rough” calendar year.

**Executive Committee & committee members**

17) a) Executive committee and committee members must be financial members of the ADC Inc.

b) Financial members may apply for a vote for Executive committee and Committee positions and attend meetings and Annual General Meetings.

**Disciplinary Provisions**
18) Any member of the group who fails to observe the rules or by-laws of the ADC inc, or who is deemed guilty of an act, practice or conduct calculated to bring discredit to the group, base, defence force or its members, or any other defence or community group or base and members, including but not limited to using obscene language, abusive, sexist or racist tones, or discussion of secure defence information, renders themselves liable to expulsion or suspension

19) All discipline and complain material and related procedures shall be taken by ADC Inc and directed to AMB Base, QLD Police or other suitable authority.

**Termination of Membership**

20) Termination of membership is available, however refund of the annual fee is at the treasurers discretion and shall be final without discussion.

**Activities shall be lawful**

21) The group shall comply with all lawful requirements of the commonwealth, state and local governments, and other statutory authorities having jurisdiction over activities of the group.

**Finances**

22) The financial year of the ADC Inc shall be 1st March – Feb 28th each year.

**Annual fees**

23) Annual fees are set at $10 per household and shall only be raised upon agreement of the committee with due reason.

24) Renewal fees shall become due at the 1st Jan each year, however application for membership shall be taken at any time, paying full fee.

**Event Fees**

25) The committee reserves the right to set the appropriate fees in relation to events being conducted.

26) These fees will be in addition to the annual fees.

27) Event fees are to be paid prior to the participation in event.

**AmbDC monies, funds and Property**

28) All monies received by the ADC Inc shall be paid immediately without deduction, to the treasurer, for credit to the group's account with DefenceBank. The control of ADC Inc monies, funds and property is the responsibility of the treasurer who is in turn responsible to the committee.

**AmbDC Committee**

29) The ADC Inc is to be managed by a committee elected from and by the financial members of ADC Inc at an Annual General Meeting to be conducted within 3 months of the ADC inc end of financial year.

30) The president, or in their absence, the treasurer, shall chair all meetings and all committee positions under these rules shall be honorary.

31) A minimum of eight (8) members (including president, secretary and treasurer) are needed to complete a full committee.

**Nomination for office**

32) Nominations for office must be made in writing by two (2) members and be accompanied by the written consent of the member nominated. Nomination forms must be lodged with the secretary and posted on facebook and the notice board at gannet house no later than fourteen (14) days prior to the Annual General Meeting in each year. No person is eligible for the election as an office bearer unless they are financial at the date of election.

**Election of Offices**

33) If nomination for any office are in excess of the number required, the election for that office shall be by secret ballot under control of the chairperson who shall appoint three (3) scrutineers. Any office for which no nomination has been revived may be filled during the period of the meeting called for the purpose and without prior nomination.

**Powers of the Committee**

34) It shall be the duty of the committee to regulate the operations of the group, transact business, appoint subcommittees, call general meetings, arrange meetings of committees and Executive committees, fill any vacancies that may occur, control members and elect new members.

35) The Committee shall be responsible for hiring or letting of premises, appropriate fees and otherwise act in all interest of the group members.

**Sub Committees**

36) For better management within the group, sub-committees shall be appointed by the committee and shall include, but not be limited to the following:

Welcome Baskets – chairperson & 2 Assistants (minimum)

Entertainment – chairperson & 2 assistants (minimum)

Drop in centre – chairperson & 2 assistants (minimum)

Fund-raising – chairperson & 2 assistants (minimum)

**Meetings**

37) All committee meetings are to be held outside work hours and are to be conducted bi-monthly.

38) The Annual General Meeting (AGM) will be held within 3 months of the end of financial, on a yearly basis. The agenda, together with annual financial statement for the financial year is to be displayed on the club noticeboard and Facebook at least seven (7) days prior to the date of the meeting.

39) Extraordinary General Meetings (EGM) may be called by the president, or with written request, by a committee member, and only the business concerning the object of the meeting is to be discussed. A quorum for the EGM will be 7 financial members.

**Voting**

40) Only those who are financial at the time of a meeting being held may have a say in the management of ADC Inc or vote on any manner of business.

41) All business which requires a decision by the members present at any meeting of the ADC Inc, shall, except as may be specified elsewhere in this constitution) be by show of hands and a majority vote, unless a member or members present request that the matter under consideration be determined by a secret ballot.

**Voting at Committee meetings**

42) At a meeting of the committee or the executive committee the chairperson or any three (3) members of these committees may require any matter under consideration to be determined by a secret ballot of the council. The chairperson of any meeting of the ADC Inc shall have their vote as a member.

43) A secret ballot shall be conducted in such a manner as the chairperson of the meeting shall determine.

44) Should a tied vote be recorded on any motion, then in all cases, it is to be recorded as defeated.

**Minutes**

45) An accurate record of all meetings of the ADC Inc so to be maintained by the secretary. These minutes are to contain:

a) a record of those who attend the meeting

b) an account of the proceedings in their order of happening,

c) full details of any motions, amendments to any motions and the results of voting on motions, and

d) notification of the date for the next meeting

46) Minutes of all meetings are to be signed by the following appointees : Secretary, President and Treasurer.

47) Copies of the Minutes will be made available to all committee members.

**Accounting**

48) The treasurer is to

a) receive all money due to the ADC Inc which they are to receipt,

b) hold all monies received in a secure place until payment to the ADC Inc account at DefenceBank.

c) Have prepared, and present at each monthly committee meeting, a monthly statement of accounts for the preceding month, and,

d) have prepared, and present at each Annual General Meeting a statement of accounts for the preceding financial year.

e) hold and manage a petty cash of $100

**Purchases**

49) All goods and services being procured over $200 shall have the approval of a committee meeting motion duly recorded in the ADC Inc minutes.

**Legal Liability and Insurance**

50) A condition of membership of the ADC Inc will be that each member agrees to relinquish all claims to indemnify from the ADC Inc, the office bearers and any members, the RAAF, or the Australian Government, in the event of sustaining any loss or injury whilst associated with, or engaged in the activities of ADC Inc.

51) The ADC Inc is to hold whatever special insurance may be considered necessary by the committee to meet a particular type of activities by the club.

**General Factors**

Power to make By-laws
The Executive committee shall have the power to make by-laws as required but not inconsistent with this constitution.

Circulation of the Constitution
This constitution is to be distributed as follows :

a) Each Office Bearer

b) each committee member

c) extra copies to be held as hard copy at Gannet House, soft copy on the Facebook Admin page & the public Facebook page

*First Constitution of ADC Inc, EGM, April 2013*

*Revised Wed 6th Nov 2013*