



**7 FIELD REGIMENT**  
**ROYAL AUSTRALIAN ARTILLERY**  
**ASSOCIATION**

**CONSTITUTION**

**(As amended to 23 August 2023)**

## **NAME & SHORT TITLE**

1. The Association formed under this Constitution shall be known as the '7 Field Regiment Royal Australian Artillery Association' (herein after referred to as 'the Association'). The short title of the Association shall be '7 Fd Regt RAA Association'.

## **OBJECTS**

2. The main objectives of the Association are as follow:
- a. to promote welfare and recreation, to foster esprit-de-corps, and to create a bond of comradeship between all gunners of the Association;
  - b. to foster and maintain the history of the 7<sup>th</sup> Field Regiment and encourage the establishment and/or restoration of Unit barracks, sites, museums, and memorials;
  - c. to act as Trustees for charitable bequests etc;
  - d. to produce and issue, gratuitously or by way of sale, journals, pamphlets or other publications in furtherance of the objects of the Association;
  - e. to raise funds by all lawful means for the attainment of these objects;
  - f. to affiliate with any other body having like aims and objects, or to accept affiliation with such bodies on receipt of a fee as set by the General Committee; and
  - g. to pay out of the funds all expenses incidental to the carrying out of these objects.

## **RULES**

### **Interpretations**

3. Words importing the singular number include the plural unless such meaning is repugnant to the context; and words importing persons shall include incorporated or unincorporated bodies. Words importing the male gender shall include the female gender.

3(a) Any reference to the Model Constitution shall be a reference to the Model Constitution under the Associations Incorporation Act 2009 (NSW).

### **Membership**

4. All former members of 7<sup>th</sup> Field Regiment RAA with not less than six (6) months service with that Unit are eligible for membership of the Association. Any person who was attached to 7<sup>th</sup> Field Regiment RAA and having a period of military service of not less than six months may be accepted as a member at the discretion of the General Committee.

4(a). Membership of the Association shall be open to all serving and former members of 7 Battery RAA with not less than six months service with that Unit.

5. The General Committee may from time to time nominate for Honorary Life Membership any member who has given service to the Association which would

merit Honorary Life Membership. Members so nominated if accepted at an Annual, Extraordinary or Special General Meeting will pay no subscription. Honorary Life Membership shall carry all rights of membership as determined by this Constitution.

5(a) Persons not being members of 7<sup>th</sup> Field Regiment RAA Association may be granted honorary membership of the Association at the discretion of the General Committee and the names of such person shall be tabled at the first Annual general Meeting following such grant. Honorary membership shall not give rise to any rights of membership as determined by this Constitution.

6. Any member who has attained the age of fifty-five years may make an application to the General Committee for appointment as a Life Subscriber. Acceptance will be at the discretion of the General Committee and payment of the appropriate subscription. A Life Subscription shall carry all rights of membership as determined by this Constitution.

7. Membership of the Association shall cease by:

- a. resignation;
- b. subscription falling in arrears for a period of two years;
- c. expulsion by resolution of the General Committee. (Prior to any expulsion under this rule the member concerned must be advised of the move and be given the opportunity to appear before the General Committee prior to the motion for expulsion); or
- d. death.

7(a) Any appeal by a member against an adverse disciplinary decision made by the General Committee shall be conducted in accordance with the procedures contained in cl. 12 of the Model Constitution.

7(b) The General Committee shall deal with disputes between members of the Association or a dispute between a member and the Association in accordance with cl. 10 of the Model Constitution.

### **Subscriptions**

8. The Committee shall determine the annual subscription from time to time.

9. Subscription shall be payable in advance on the first day of July each year. (The financial year shall be deemed to end on the thirtieth day of June in each year).

10. Life Subscribers shall pay a sum as determined from time to time by the General Committee and shall henceforth be relieved of the payment of any further annual subscription.

### **Committee of Management**

11. The Association shall have a General Committee to be elected at the Annual General Meeting of the Association.

11 (a) The General Committee shall consist of ;

An Executive made up of  
President;  
Two Vice-Presidents;  
Secretary;  
Treasurer and;

Up to eight other members.

11 (b) Only members of the General Committee shall be eligible for election to the Executive.

11 (c) Nominations for the Executive shall be made only after the election of the General Committee.

11 (d) Where two or more nominations are made for an executive position, elections shall be made by way of secret ballot by the financial members of the Association present at the Annual General Meeting.

11 (e) Nominations for the General Committee shall be made only by financial members of the Association present at the Annual General meeting and shall only be made with reference to financial members of the Association present at the meeting.

11 (f) Only financial members of the Association present at the Annual General Meeting may vote on any matter and voting, except as specified by sub-clause (e) of this clause, shall be by a show of hands or, upon a motion of a financial member present at the meeting, by secret ballot.

11 (g) Election to each of the General Committee and the Executive shall be 'first past the post'. In the event of a tie, election to the relevant position shall be determined by the drawing of lots.

11 (h) In the event of there being only one nomination for any position on either of the General Committee or the Executive the person nominated shall be declared elected.

11 (i) The office of President shall only be held for three consecutive years by any one person, but there shall otherwise be no maximum terms any person may be an office bearer of the Association.

12. The Association shall have a Patron who the General Committee shall from time to time determine and so elect. Subject clause 11, the Patron may concurrently hold a non-executive position on the General Committee.

13. The General Committee may fill casual vacancies in any one of the offices of the Association (including any not filled at the Annual General Meeting) and they shall hold office until the next Annual General Meeting.

## **Annual General Meeting**

14. The Annual General Meeting of the Association shall be held in the month of July in each year for the following purposes:

- a. to receive reports and statements of accounts for the preceding year;
- b. to elect office bearers for the ensuing year; and
- c. to decide on any proposal or matter and transact any other business which shall be submitted to the meeting.

15. Notice of the Annual General Meeting and of the business to be transacted thereat shall be advised to each member at their last known postal or email address at least twenty one days prior to the date of the meeting.

### **Extraordinary or Special General Meetings**

16. Extraordinary or Special General Meetings of the Association may be held for any specific purpose. They may be called by the General Committee through the President or the Secretary and shall be called by the General Committee or President on the request in writing of twenty five (25) financial members of the Association stating the purpose for which the meeting is required. Notice of such extraordinary or special meeting together with a short reference to the purpose of the meeting shall be advised to each member at their last known postal or email address at least twenty one days prior to the meeting. Proxy voting is not permitted at either of an Extraordinary or Special General Meeting.

### **Conduct of General Meetings**

17. Nine members shall form a quorum at the Annual General Meeting, Extraordinary or Special General Meeting. In the event of a quorum not being present at the end of thirty minutes from the date and time set down for the meeting, the Chairman is to call a meeting to be held within thirty-one days from the time and date of the original notice of meeting. If at this new meeting a quorum is still not present the Chairman may proceed with the business of the meeting.

18. Only financial members may vote at any Extraordinary or Special General Meeting of the Association and; any vote to determine a position or positions on the Executive of the Association shall be at all times by secret ballot.

Voting shall otherwise be by a show of hands or, upon a motion of a financial member present at the meeting, shall be by secret ballot.

### **General Committee**

19. The administration of the Association and the conduct of its activities shall be entrusted to the General Committee.

20. The Committee shall meet when necessary. Fifty percent of the General Committee plus one shall form a quorum. It shall examine and pass accounts for payment or confirmation of payment as the case requires and deal with applications for membership of the Association. It shall also conduct such other business as may

be directed by these rules or by the Association in general meeting or that may be necessary between general meetings.

20(a) Any request by a member of the Association for an inspection of those books and documents mentioned in cl. 45 of the Model Constitution shall be dealt with by the General Committee in accordance with the provisions in that clause regarding such inspection or inspections.

### **Duties of Officers**

21. **President.** The President if present, shall preside at all meetings of the Association and of the General Committee, and see that the business is conducted in a proper manner. He may at his discretion call a meeting of the General Committee, or Association, and shall, at the request of three (3) members of the Committee, call meetings of the Committee and generally ensure the well being and objects of the Association. In case at any time of an equality of votes he may, in addition to his ordinary vote, give a casting vote. The only exception to this shall be during the AGM when all positions are declared vacant. At this time the Patron or another suitable person shall take the chair for the purpose of electing the President, at which time the new President will take the chair.

22. **Vice President.** The Vice President shall assist the President at all meetings of the Association and the General Committee, and in the absence of the President, one of them shall occupy the chair and conduct the business. They shall perform all functions indicated by the President to their best ability and judgement.

23. **Secretary.** The Secretary's duties shall be laid down by this Constitution and by the General Committee from time to time. He shall attend all meetings of the Association and take minutes of same, receive all correspondence and answer such questions that may be asked in accordance with this Constitution.

24. **Treasurer.** The Treasurer shall be responsible for such sums of money as may from time to time be paid into his hands by the Secretary and such moneys he shall from time to time receive on behalf of the Association or any of its activities. He shall bank all moneys received by him in the appropriate account of the Association's Banks. He shall prepare the balance sheet and account at the end of each financial year and submit them for audit.

### **Banking**

25. The Bankers of the Association shall be the Commonwealth Banking Corporation or such other banks as the General Committee may from time to time determine.

26. Cheques etc., drawn on the accounts of the Association shall be signed by the President, Vice President, Secretary, and Treasurer or any two of them. Any one of the aforementioned is authorised to endorse cheques, bills, and the like payable to the order of the Association.

## **Auditor**

27. At the Annual General Meeting an auditor shall be appointed for the coming year for the purpose of auditing accounts. The Auditor shall, before the thirtieth day of June, examine the annual returns, balance sheet and account prepared by the Treasurer, and verify same with the returns and balance sheet as found by him to be correct, duly corrected and in accordance with this Constitution or shall specially report to the General Committee (or the Association at its next Annual General Meeting) in what respect he found them incorrect. In the event of the death, resignation or inability of the Auditor to act, occurring during his term of office, the Association in General Meeting or the General Committee shall appoint an acting Auditor who shall not be a member of the General Committee, in his place.

## **Legal**

28. At the Annual General Meeting an Hon. Solicitor shall be appointed for the coming year to advise the Association on legal matters.

29. The Association should be registered or otherwise to acquire a status and recognition in any part of the Commonwealth of Australia and for that purpose to comply with any local statutes regarding such registration or other legal requirements and from time to time provide for the management of the Association in any part of Australia.

## **Insurance**

30. The General Committee shall take action to insure against loss, risk, damage, accidents and liabilities of all kinds which may affect the Association in any way or in respect of servants or employees of the Association or in respect to the property to or leased by the Association and to pay premiums on all such insurances.

## **Trustees**

31. The Association shall appoint three (3) of its members to be Trustees. The Trustees shall be responsible for investing any funds that may be considered by the General Committee to be surplus to those funds, which must be retained for day to day management.

32. Trustees may also be appointed for other purpose as required by the Association.

## **Regulations**

33. The Association in, General Meeting may make regulations for the conduct of its meetings and for the meetings of its Committees and for the conduct of elections of committees and office bearers and for the safeguarding of the funds of the Association and for providing approved forms of balance sheets, returns and accounts and generally for purposes (not inconsistent with this Constitution), incidental or conducive to the attainment of the objectives of the Association. Notice of any proposed regulation to be brought forward at any General Meeting shall be in accordance with paragraph 16 of this Constitution.

## **Winding up of the Association**

34. The Association may be wound up following a resolution submitted to and approved by members at either an Annual General Meeting, or an Extraordinary or Special General Meeting. The funds and property of the Association after liabilities have been discharged, shall be devoted to the promotion of objects similar to those of the Association and no single member or group of members shall be entitled to receive any part of such funds or property.

## **Repeal or Amendment**

35. Any part of this Constitution may be repealed, added to, or amended by resolution at any Annual, Extraordinary, or Special General Meeting of the Association made by a two-thirds majority of the financial members present and voting.