**CONSTITUTION OF THE**

**VIETNAM VETERANS’ FEDERATION OF AUSTRALIA**

**QUEENSLAND BRANCH INC.**

**2000**

|  |
| --- |
| **THE GOLDEN PRINCIPLE**The Vietnam Veterans’ Federation actively pursues the welfare of Vietnam Veterans’ and their families. It does not concern itself with controversial, political and social issues not directly connected with that welfare. |

**1. NAME**

a) The name of the organisation shall be the **VIETNAM VETERANS’ FEDERATION OF AUSTRALIA, QUEENSLAND BRANCH INC.** (Herein after called the Queensland Branch).

**2. THE VIETNAM VETERANS’ FEDERATION**

a) The Queensland Branch shall be a member of the **VIETNAM VETERANS’ FEDERATION INCORPORATED** (hereafter referred to as the Federation) and, whilst remaining a member, shall act in conformity with the Federation constitution.

**3. STATE OFFICE**

a) The State Office of the Queensland Branch shall be situated in any such place in Queensland as the Queensland Branch may from time to time determine.

**4. OBJECTIVES**

a) The objectives for which the Queensland Branch is established are:

1. To take over and acquire all assets, undertakings, rights and liabilities of the unincorporated body known as the **VIETNAM VETERANS’ FEDERATION, QUEENSLAND BRANCH INC.**
2. To support and comply with the principles and objectives of The Disability Services Act 1992.
3. To assist members and their dependants in cases where a member or a child of a member has, or appears to have, any disability which is or in any way may be connected with special service rendered by a member in the Navy, Army or Air Force.
4. The relief of poverty, sickness, suffering, distress, misfortune, destitution or helplessness to persons who are recognisably in need of relief.
5. To fulfil our objectives without purpose of private gain for particular reasons.
6. To establish and conduct our objectives for the benefit of Veterans, their families and dependant and past or present members of the Armed Services and their dependants.
7. The relief is available without discrimination to any Veterans, their families and dependants and past or present members of the Armed Service and their dependants.
8. To investigate, collect and collate material to:
9. identify the nature of chemicals used in Vietnam; and
10. investigate where, when and in what quantities chemicals were used in Vietnam.

ix. Promote and further cooperate in the achievements of the above objectives and, to that end, bring together in Committee and Conference representatives of Government Departments, Statutory Authorities, Voluntary Organisations, centres for Higher Learning or Scientific Research or any Individuals or Organisations.

x. To promote and assist the development of all aspects of the welfare of members who are serving personnel or ex-service personnel in pursuing any objectives which are now or hereinafter may be deemed to be charitable.

xi. To promote and carry out, or assist in the promotion of surveys, reports and submissions related to the needs of the members and service personnel or ex- service personnel.

xii. To develop and inform public opinion on matters related to the above objectives or any of them by promoting or arranging or providing for or assisting to promote or arrange or provide for the holding of exhibitions, meetings, lectures, seminars or films consistent with the objectives of the Queensland Branch.

xiii. To compile, print and publish, or to assist in the compilation, printing or publication of such materials as would further the objectives of the Queensland Branch.

xiv. To provide an advisory service on matters pertaining to the health and welfare of members and to assist their dependents and descendants.

xv. To organise, prepare and collate, or to assist in the organisation, preparation and collation of, information, knowledge and expertise relating to the welfare of members generally and in the furtherance of the above objectives or any of them.

xvi. Maintain and coordinate the activities of sub-branches throughout Queensland as the Queensland Branch may from time to time determine.

xvii. To accept payment of fees from members and sub-branches, and donations, whether of real or personal estate, and devise and bequest for all or any of the purposes aforesaid, and so far as permitted by law to dispose of or to lease and accept surrenders of leases of and manage all real estate (including lease-holds) so received and not required or capable of being occupied for the purpose of the Queensland Branch shall take or hold and deal with same in such manner as allowed by law, having regard to such trust.

xviii. To invest and deal with any of the monies or other assets of the Queensland Branch not immediately required upon such securities and in such manner as the Queensland Branch may determine.

xix. To invest and deal in real estate and to hold property for the purpose of furthering all or any of the objectives of the Queensland Branch.

xx. To purchase, take lease, or in exchange, hire or otherwise acquire, any real or personal property or any rights or privilege, which the Queensland Branch may think necessary or convenient for any of the purposes of the Queensland Branch.

xxi. To borrow or raise money in such manner as the Queensland Branch may think fit, for any of its objectives and in particular by mortgages or other securities, upon all or any of the property of the Queensland Branch present or future.

xxii. To establish and accept Trusts having for their objectives the welfare and benefit of any member of the Queensland Branch and its sub-branches, or for any dependent or descendent of members, to enable the Queensland Branch to more effectively obtain the objectives hereinbefore mentioned.

xxiii. To do all such other lawful things as are conducive or incidental to the attainment of any of the above objectives.

xxiv. To pay out of the funds of the Queensland Branch all expenses of and incidental to the formation thereof, its management, and the carrying out of its objectives, including the payment of salaries to persons employed by it.

xxv. To make by-laws in accordance with this Constitution.

xxvi. To engage in charitable fundraising in accordance with the State of Queensland Collections Act and the Minister responsible for the administration of the Collections Act 1966.

b) The Queensland Branch shall not pursue political or social issues not directly connected with the welfare of those eligible for membership of the Queensland Branch or other veterans and their families.

**5. ALTERATION OF OBJECTIVES OR THIS CONSTITUTION**

 The statement of objectives and this constitution may be altered, rescinded or added to only at an AGM or Extra Ordinary Meeting called for that purpose with no less than 75 per cent of the voting members present supporting the motions. However, no such alteration, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Chief Executive of the Department administrating the Act.

**6. RESTRICTIONS ON THE USE OF INCOME AND PROPERTY**

1. The income and property of the Queensland Branch whensoever derived, shall be applied solely towards the objectives of the Queensland Branch set forth in the Constitution and no portion thereof shall be paid or transferred directly, or indirectly by way of profit to members of the Queensland Branch, provided that nothing shall prevent the payment in good faith of reasonable and proper remuneration to any officers or servants of the Queensland Branch or to any other person in return for any services actually rendered to the Queensland Branch, nor prevent payment of interest at a rate not exceeding the rate charged by bankers in the State of Queensland on overdraft account on any money lent or reasonable and proper rent for premises demised or let to the Queensland Branch by any member, but so that no member of the Queensland Branch shall be appointed to any Queensland Branch office paid by fees and that no remuneration or other benefits in money or money’s worth shall be given by the Queensland Branch to any member except repayment of out of pocket expenses and interest aforesaid on money lent or reasonable or proper rent for premises demised or let to the Queensland Branch or of welfare payments in the form of grants or interest free loans to alleviate hardship.

**7. FUNDS**

a) All funds belonging to or received by the office of the Queensland Branch shall be placed in one or more bank accounts in the name of the **VIETNAM VETERANS FEDERATION QUEENSLAND BRANCH INCORPORATED.**

b) The authority for any payment of funds drawn from any bank account of the Queensland Branch comes from the Committee. The Committee shall authorise a number of members to sign cheques. Two such authorised persons must sign each payment cheque. The Committee is authorised to sign cheques to a set value of $100 (one hundred dollars only). All amounts in excess of this shall be ratified by a General Meeting, except in the case of funds required to run the day to day operations of the Queensland Branch Inc.

**8. ACCOUNTS**

1. True accounts shall be kept of the sums of money received and expended by the Queensland Branch and the matter in respect of which such receipts and expenditure take place and of the property, credits and liabilities of the Queensland Branch and subject to any reasonable restrictions as to the time and manner of inspection the same that may be imposed in accordance with the regulations of the Queensland Branch for the time being in force shall be open to the inspection of the members. Once at least every year the accounts of the Queensland Branch shall be examined by one or more properly qualified auditor or auditors.
2. The financial year of the Queensland Branch shall conclude on the 30th day of June in each year.
3. The Committee shall cause proper books of account to be kept with respect to:-
4. All sums of money received and expended by the Queensland Branch and the matter in respect of which the receipt and expenditure takes place.
5. All sales and purchases of goods by the Queensland Branch, and the assets and liabilities of the Queensland Branch.
6. The books of the Queensland Branch shall be kept at the State Office of the Queensland Branch or at such other place or places as the Committee thinks fit and shall be open to the inspection of the members of the Queensland Branch.
7. The Committee shall from time to time in accordance with the provisions of the Constitution cause to be prepared and to be laid before the Annual General Meeting such profit and loss accounts balance sheets and reports as are referred to therein.
8. A copy of every balance sheet (including every document required by law to be annexed thereto) which is to be laid before the Annual General Meeting together with a copy of the Auditor’s Report shall be, not less than 14 days before the date of the meeting, sent to all Committee members and Secretaries of sub-branch and shall be available at the State Office for inspection by any member. The balance sheet shall be available to all members on their arrival at the Annual General Meeting.
9. A financial statement comprising an income and expenditure account shall be presented to the Committee at each meeting of the Committee.

**9. APPOINTMENT OF AN AUDITOR**

1. An auditor of the Queensland Branch shall be appointed by the members at each Annual General Meeting or extra-ordinary General Meeting convened for that purpose. Any auditor so appointed shall hold professional qualifications as required for an auditor in Queensland.

**10. DISSOLUTION**

1. The liability of a member of the Queensland Branch to contribute towards the payment of the debts and liabilities of the Queensland Branch or the costs, charges and expenses of the winding up of the Queensland Branch is limited to the amount, if any, unpaid by the member in respect of membership of the Queensland Branch.
2. If the Federation shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Federation, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Federation, gifts to which are allowable deductions under the provisions of Section 78 (4) and (5) of the Income Tax Assessment Act and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Federation under or by virtue of Rule 28 (10), such institution or institutions to be determined by the members of the Federation.

**11. ORDINARY MEMBERSHIP**

1. The following persons are eligible to become ordinary members of the Queensland Branch on proof of qualifying service.

1. Any person who served in South Vietnam between 31st July 1962 and 1st July 1973 (inclusive) in any of the following capacities:
2. as a member of the Royal Australian Navy, the Australian Army or the Royal Australian Air Force;
3. as a civilian accredited with one or more of the Australian Defence Forces, or who was granted Special Service status for the Vietnam conflict;
4. as a member of the New Zealand, the United States of America, South Vietnam, South Korea, Thailand, Philippines, Spain or the Taiwan Military Forces;
5. as a civilian accredited with one of the military forces of New Zealand, United States of America, South Korea, Thailand, Philippines, Spain or the Taiwan Military Forces or who was granted a form of Special Service status for the Vietnam conflict by his or her Government.
6. Dependents of persons listed in sub-clauses 11 a) i) I) and 11 a) i) I I); and
7. Descendants of persons listed in sub-clause 11 a) i) I) and 11a) i) I I).

b) For the purpose of Clause 11, service in South Vietnam shall include members of the forces who were land based in South Vietnam, or who, while on board Naval or Merchant Marine vessels, operated in waters about the coastline of Vietnam or berthed or anchored in ports of South Vietnam.

c) Any Veteran from past or present conflicts or members of Peace Keeping Forces and current or past members of the Armed Forces their families and dependants.

d) All ordinary members shall be of equal status within the Queensland Branch without regard to service rank or title.

e) Any ordinary member may attend as an observer at any Committee meeting but shall not be entitled to vote thereat nor receive notice thereof.

**12. ASSOCIATE MEMBERSHIP**

1. Any other person who in the opinion of the Committee is a suitable person for Queensland Branch membership may become an associate member of the Queensland Branch.
2. Associate members have all the rights and responsibilities of ordinary members except that they are not entitled to vote in any election or on motions proposed at any Queensland Branch forum.
3. If an Associate member is nominated for Ordinary Membership and is seen fit by the membership, and has qualified by holding membership for two AGM’s, acceptance can be ratified by the AGM.

**12A LIFE MEMBERSHIP/HONORARY MEMBERSHIP**

Life Membership/Honorary Membership shall be awarded only at the discretion of the Management Committee of the VVF Qld Branch Inc., and only for acknowledgment of outstanding service to the membership of the Queensland Branch.

 Life Membership/Honorary Membership shall not carry voting rights and a Life Member/Honorary Member can chair any meeting for the purposes of election of office bearers. Capitation fees (National) for Life Members/Honorary Members shall be paid by the Sub-Branch holding the Life Member/Honorary Member on their books. No other fees are payable by the person holding the Life Membership/Honorary Membership.

 Any life member who is a full ordinary member may retain voting rights if he so chooses by paying full membership fees.

**12B** All classes of membership shall be unlimited as to numbers, providing that all criteria of membership are met.

**13. SUBSCRIPTIONS**

1. All ordinary and associate members of the Queensland Branch shall pay to the Queensland Branch directly or through sub-branches a joining and annual subscription. Subscriptions become due on joining the Queensland Branch and thereafter on the 1st day of every new financial year (that is on 1st July).
2. The Queensland Branch shall pay a part of each subscription known as a ‘capitation fee’ to the National Treasurer of the Federation, the amount of that part to be determined from time to time by a Federation Annual General Meeting or Federation extra-ordinary General Meeting convened for that purpose. Capitation fees paid to the National Treasurer are for use by the Federation National Executive in furthering the objectives of the Federation.

Those for whom a capitation fee shall be paid are:

1. All financial members, financial during that year, (A financial member at any material time is a member who is not then indebted to the organisation in respect of any subscription, levy or other payment whatsoever.)
2. All Life/Honorary Members.
3. All members accepted by the Queensland Branch to pay reduced fees during that financial year.
4. Capitation fees shall be paid to the Treasurer of the Federation (hereafter referred to as the National Treasurer) as soon after the end of the financial year as practicable.
5. The amount of the Queensland Branch joining and annual subscription shall be determined from time to time by a Queensland Branch Annual General Meeting or Queensland Branch extra-ordinary General Meeting convened for that purpose taking into account in that determination the amount of the capitation fee.
6. The amount of the Queensland Branch joining and annual subscription to be retained by any collecting sub-branch shall be determined from time to time by a Queensland Branch Annual General Meeting or Queensland Branch extra-ordinary General Meeting convened for that purpose.
7. Sub-branches may add a surcharge to, or allow a discount on the joining and/or annual subscription in order to change the amount of the subscription retained by it.

**14. REGISTER OF MEMBERS**

1. The Secretary of the Queensland Branch shall establish and maintain a register of members of the Queensland Branch; specifying the name and address of each person who is a member of the Queensland Branch together with the date on which the person became a member.

The register of members shall be kept at the principle place of administration of the Queensland Branch and shall be open for inspection, free of charge, by any member of the Queensland Branch at any reasonable hour.

**15. CESSATION AND SUSPENSION OF ORDINARY MEMBERSHIP**

1. Any ordinary or associate member of the Queensland Branch desiring to resign therefrom shall give notice to that effect in writing to the State Office or sub-branch and upon such notice being received by that body, shall cease to be an ordinary member of the Queensland Branch.
2. No person by reason of him or her having ceased to be an ordinary member shall be released from any liability from any subscription due or other sums due to the Queensland Branch.
3. Any person who ceased to be an ordinary member shall cease to have an interest in any of the property or assets of the Queensland Branch whatsoever.
4. If any ordinary member shall be guilty of conduct putting in jeopardy the objectives of the Queensland Branch, or wilfully infringes these Clauses or the By-Laws made pursuant thereto, the Queensland Branch may resolve to expel or suspend the member from membership for such period as it thinks fit subject in either case to the provisions hereinafter contained in this Clause. Such expulsion or suspension shall be recommended by the Committee and that recommendation endorsed or rejected at the earliest Annual General Meeting or extra-ordinary General Meeting convened for that purpose where the member recommended for expulsion shall be invited to defend the conduct which is the cause of the Committee’s recommendation. No member shall be expelled or suspended for simply disagreeing with Queensland Branch policy.
5. The right to determine ordinary membership within the meaning of Clause 11 and associate membership within the meaning of Clause 12 and to suspend or withdraw ordinary and associate membership in accordance with Clause 15 d) is vested in the Queensland Branch and there is no right of appeal to any Federation General Meeting.
6. The Secretary of the Queensland Branch shall be responsible for handling complaints from the public and grievances from volunteer or paid employees. In the case of grievances, the President, Senior Vice President and Secretary will arrange a meeting between those members who have a grievance or complaint/s. If the matter is unable to be resolved at that meeting, the President, Senior Vice President and Secretary shall inform the Committee at the next monthly Committee Meeting and the Committee will make a final decision. At this meeting the Committee may recommend the expulsion or suspension of a member in accordance with Clause 15 d).

**16. AUXILIARIES AND SUB-COMMITTEES**

1. All auxiliaries, such as ladies auxiliaries, and sub-committees, appointed by the Committee to raise funds or funds or assist in any manner at all, shall give a full report of all their dealings and undertakings at each monthly Committee meeting. The report shall include a financial statement providing details of all monies raised and spent. Any such auxiliary or sub-committee shall operate under this Constitution and be guided by the Committee. All monies raised and equipment purchased shall be the property of the Queensland Branch.

**17. SUB-BRANCHES AND ZONE REPRESENTATIVES**

1. The Queensland Branch may establish such sub-branches based on geographic regions or special interests and receive existing organisations as sub-branches as it may deem necessary from time to time. The objectives of those sub-branches must be the same as the objectives in Clause 4 of this Constitution and their rules for the governing and control thereof, must not conflict with this Constitution or the Constitution of the Federation.
2. Where a provision in the Memorandum or Articles of Association or in the constitution or rules (as the case may be) of a sub-branch is inconsistent with any provision in this Constitution, that sub-branch or regional branch must, as a condition of membership, alter its Memorandum and Articles of Association or its constitution or rules (as the case may be) so as to conform to this Constitution as judged by the State Executive of the Queensland Branch.
3. Sub-branches may receive Queensland Branch joining and annual subscriptions from members on behalf of the Queensland Branch and retain the amount of each subscription determined for sub-branch retention in accordance with Clause 13 c) d) and e).
4. The Queensland Branch may appoint such Zone Representatives as it may deem necessary from time to time. The Zone Representatives much act in accordance with this Constitution and the policies established by Annual General Meetings and extra-ordinary General Meetings from time to time.

**18. ANNUAL GENERAL MEETINGS**

1. A meeting of the Queensland Branch shall be held annually and shall be called the ANNUAL GENERAL MEETING. Twenty one days notice at least, allowing three days for any letters sent by ordinary post in accordance with Clause 22, specifying the place, day and the hour of the meeting and in the case of special business the general nature of that business shall be given to such persons as are entitled to receive notice from the Queensland Branch.
2. Only those members who are financial ordinary members at the time shall be entitled to vote at any Annual or other General Meeting of the organisation.
3. Other interested persons or representatives of allied or kindred or supportive bodies may, with the permission of the Committee, attend Annual General Meetings of the Queensland Branch, and may, at the discretion of the Chairman, address those meetings, but shall not be entitled to vote.
4. No business shall be transacted at any Annual General Meeting unless a quorum of ordinary members is present at the time when the meeting proceeds to business. (A quorum shall consist of a number equal to double the members currently on the State Executive plus one).
5. The President shall preside as Chairman at every Annual General Meeting or in the event of the President’s absence the Senior Vice President, or if he or she is not present within fifteen minutes of the time appointed for the meeting or is unwilling to act, the members present and entitled to vote shall elect one of the Committee members to be Chairman of the meeting. The Chairman of a meeting may, during the course of that meeting, request that another member of the Queensland Branch present at the Annual General Meeting act as Chairman for a specified session of the meeting.
6. The Chairman may, with the consent of any Annual General Meeting at which a quorum is present, and shall, if so directed by the meeting, adjourn the meeting from time to time and from place to place, but no unfinished business shall be transacted at any adjourned meeting other than business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, at least two weeks notice of the adjourned meeting shall be given.
7. If within thirty minutes from the time appointed for the Annual General Meeting a quorum is not present, it shall stand adjourned until such day and at such time and place as the President, or in his absence the Senior Vice President or in his absence a Vice President, shall determine (but not before at least an hour has transpired since the adjournment) and if at the adjourned meeting a quorum is not present within thirty minutes of the time appointed for that adjourned Annual General Meeting it shall be cancelled and a new Annual General Meeting shall be called in accordance with Clause 18 a) and b) of this Constitution.
8. At any Annual General Meeting each financial ordinary member shall be entitled to one vote.
9. At any Annual General Meeting a resolution put to the vote of the meeting shall be decided on the show of hands.
10. The Chairman of the Annual General Meeting shall exercise his or her vote only in the case of the votes for and against a motion being an equal number in which case the Chairman shall be entitled to the casting vote except in the case of an election for office in which case the Chairman may not vote.
11. No member shall be entitled to vote at any Annual General Meeting unless his joining or annual subscription and all other sums payable by him have been paid to the Treasurer of the Queensland Branch.
12. No objections shall be raised to the qualifications of any voter except at the Annual General Meeting or adjourned Annual General Meeting at which the vote objected to is given or tendered and every vote not disallowed at such meeting shall be valid for all purposes. Any such objection made in due time shall be referred to the Chairman of the meeting session who shall review the voting qualification of the person under dispute in light of this Constitution. The Chairman’s decision shall be final and conclusive.

**19. EXTRA-ORDINARY GENERAL MEETING**

1. The Committee shall, on the requisition in writing of not less than Five Per Cent (5%) of the total number of financial ordinary members convene an extra-ordinary General Meeting of the Queensland Branch.
2. A requisition of members for an extra-ordinary General Meeting:
3. shall state the purpose or purposes of the meeting;
4. shall be signed by the members making the requisition;
5. shall be lodged with the State Secretary; and
6. may consist of several documents in similar form, each signed by one or more members making the requisition.
7. If the Committee fails to convene an extra-ordinary General Meeting to be held within one month after the date on which a requisition of members for the meeting is lodged with the State Secretary, any one or more of the members who made the requisition may convene a extra-ordinary General Meeting to be held not later than three months after that date.
8. A extra-ordinary General Meeting convened by a member or members shall be convened as nearly as is practicable in the same manner as Annual General Meetings are convened by the Committee and any member who thereby incurs expense is entitled to be reimbursed by the Queensland Branch for any expenses so incurred.
9. The Committee may from time to time convene an extra-ordinary General Meeting for specified purposes. The extra-ordinary General Meeting, taking into account the Meeting’s limited purpose or purposes, shall be organised and prosecuted in as close as practicable a way as the prosecution of an Annual General Meeting.

**20. THE COMMITTEE**

1. The Committee of the Queensland Branch shall consist of a State Executive (comprising President, Senior Vice President, two (2) Vice Presidents, Secretary and Treasurer) and not less than three (3) and not more than (10) ordinary Committee members all elected pursuant to Clause 21, and elected for a period of one (1) year.
2. The Committee shall carry out the implementation of policy as determined at the Annual General Meeting and any extra-ordinary General Meetings.
3. The Committee shall have power to make from time to time such By-Laws as are in it’s opinion necessary and desirable for the proper control, administration and management of the Queensland Branch’s affairs, operations, finances, interests, effects and property and to amend and repeal from time to time such By-Laws.
4. Notwithstanding the foregoing provisions of this Constitution, the Annual General Meeting or extra-ordinary General Meeting convened for the purpose, may, by ordinary resolution amend or repeal any By-Laws made by the Committee.
5. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection.
6. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy.
7. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting.
8. However, the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.
9. A By-Law shall not be inconsistent with this Constitution or policy determined by the Annual General Meeting or an extra-ordinary General Meeting.
10. All By-Laws shall be promulgated to all sub-branches.
11. The State Executive shall carry out the day to day administrative tasks required for the efficient functioning of the Queensland Branch within the general policy guidelines as determined by the Annual General Meeting and extra-ordinary General Meetings.
12. The State Executive and the Committee may coopt other ordinary members of the Queensland Branch to help them carry out specific duties.
13. The State President shall not hold office in or be employed by any other veterans or ex-services organisation.
14. The Committee shall wherever possible, meet as a body monthly, at a time and place to be determined, notices to be forwarded in accordance with para 22 (a).
15. All office bearers referred to in this constitution shall be Honorary Members.
16. If the President dies, is removed from office or is deemed to have vacated his office, the Committee shall elect one of their number to be Acting President. He or she shall hold office as acting President, with full powers and responsibilities of that office until the next Annual General Meeting or extra-ordinary General Meeting convened for the purpose of an election.
17. If the Senior Vice President dies, is removed from office or is deemed to have vacated his office, the Committee shall elect one of its number as acting Senior Vice President. He or she shall hold office as acting Senior Vice President with full powers and responsibilities of that office until the next Annual General Meeting or extra-ordinary General Meeting convened for the purpose of an election.
18. If either Vice President dies, is removed from office or is deemed to have vacated his office, the Committee shall elect one of its number as acting Vice President. He or she shall hold office as acting Vice President with full powers and responsibilities of that office until the next Annual General Meeting or extra-ordinary General Meeting convened for the purpose of an election.
19. If the Secretary or the Treasurer should die, be removed from office or deemed to have vacated his or her office, the Committee shall elect a replacement from one of their number or, should a suitable member not be available on the Committee, appoint a suitable member from outside the Committee to hold office in an acting capacity. The acting officer shall hold office until the next Annual General Meeting or extra-ordinary General Meeting convened for the purpose of an election.
20. If an ordinary member of the Committee dies, is removed from office or is deemed to have vacated their office, the Committee shall elect a suitable member of the Queensland Branch in an acting capacity. The acting officer shall hold office until the next Annual General Meeting or extra-ordinary General Meeting convened for the purpose of an election.
21. If a member of the Committee fails to attend three (3) scheduled monthly Committee meetings without leave from the Committee during the twelve (12) months between the Annual General Meetings, the member will be deemed to have relinquished his or her office.

No appeal shall be permitted for action taken in accordance with this paragraph.

1. The State Executive also shall be known as the Management Committee, and shall be responsible for the efficient operations of the organisation. The State Executive shall consist of the President, Senior Vice President, two Vice Presidents, Secretary and Treasurer, of the Organisation.

**21. ELECTION OF THE COMMITTEE**

1. The election of the Committee including the State Executive shall take place at the Annual General Meeting of the Queensland Branch. The Committee shall hold office until the Annual General Meeting of the Queensland Branch unless removed from office in whole or or in part by an extra-ordinary General Meeting convened by the Committee or by an extra-ordinary Meeting requisitioned by members in accordance with Clause 19 a) to 19 d) of this Constitution.
2. A Chairman other than a member of the Committee or any member seeking office shall call for nominations and conduct the election of officers and shall not have a casting vote.

**22. NOTICES**

1. Notice may be given by the Queensland Branch to any member either personally or by sending it by post to him/her at his/her usual place of address. Where a notice is sent by ordinary post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter containing the notice and to have been effective three clear working days after it’s posting.
2. Notices of Motions should be presented to the Secretary of the Queensland Branch fourteen days prior to an Annual General Meeting.
3. Notice of every Annual General Meeting and extra-ordinary General Meeting shall be given, in any manner hereinbefore authorised, to all members and to each sub-branch and to all members of the Committee and to the auditor for the time being of the Queensland Branch.
4. No other person shall be entitled to receive a notice of an Annual General Meeting.

**23. DELEGATES TO THE FEDERATION ANNUAL GENERAL MEETING**

1. The Committee shall elect two delegates to represent the Queensland Branch at the Federation Annual General Meeting and any Federation extra-ordinary General Meeting. Both delegates are authorised to speak on behalf of the Queensland Branch. The Committee shall authorise one of the delegates to vote on behalf of the Queensland Branch. The delegate authorised to vote shall carry the Queensland Branch’s voting entitlement, which is made up of one (1) vote for the Queensland Branch being a member of the Federation and one (1) vote for every hundred (100) or part thereof of the Queensland Branch ordinary membership calculated from capitation fees paid by the Queensland Branch to the Federation National Treasurer up to four (4) weeks before the Federation Annual General Meeting is held providing that the Federation Annual General Meeting is held no less than three (3) months after the end of the financial year. Should the Federation Annual General Meeting be held less than three (3) months after the end of the financial year, the capitation fees paid in the previous financial year may at the discretion of the Queensland Branch be used to calculate the Queensland Branch’s voting entitlement.

**24. QUEENSLAND BRANCH COMMON SEAL**

1. The common seal of the Queensland Branch shall be kept in the custody of the Public Officer. The common seal shall not be affixed to any instrument except by the authority of the Committee and the affixing of the common seal shall be attested by the signature of two authorised members of the Committee.