

# **SA AMBULANCE SERVICE RETIRED OFFICERS' ASSOCIATION INC**

## **RULES OF ASSOCIATION**

1. The name of the Association is:

**SA Ambulance Service Retired Officers' Association Inc**

referred to herein as 'the Association' or 'SAASROA'

2. **Definitions**

- 2.1. **'Committee'** means the Committee of Management of the Association.
- 2.2. **'Annual General Meeting'** means a general meeting of members convened in accordance with these Rules.
- 2.3. **'Special General Meeting'** means a special general meeting of members convened in accordance with these Rules.
- 2.4. **'Member'** means a member of the Association as defined in these Rules.
- 2.5. **'Associate Member'** means an associate member of the Association as specified in these Rules.
- 2.6. **'Life Member'** means a life member of the Association as specified in these rules.
- 2.7. **'Act'** means the Associations Incorporations Act 1985 as amended.
- 2.8. **'Special Resolution'** means a special resolution as defined in the Act.
- 2.9. **'Month'** means calendar month.
- 2.10. **'Officer'** means a former employee or volunteer of SA Ambulance Service (SAAS) or its predecessor but does not include a person who served only as a member of the Ambulance Board or any of its sub-committees.

3. **Objects**

The Objects of the Association are as follows:

- 3.1. Provide the mechanism for social interaction and fellowship between members.
- 3.2. Develop and maintain a visiting service for members and/or family in special need.

- 3.3.** Provide physical and psychosocial support for members and immediate family in necessitous circumstances
- 3.4.** Provide sympathetic presence as necessary to a family upon the decease of the member.
- 3.5.** Facilitate advice to members and their immediate family on accessing other entities or organizations that provide welfare support or investment services or facilities.
- 3.6.** Maintain an interest and supportive relationship with the SA Ambulance Service and its staff and provide assistance where, possible, to such projects as may be determined by the Ambulance Service Management through the Chief Executive Officer.
- 3.7.** Preserve the history of the ambulance service and the Association through the writing and publication of a books, photographs, the collection of manuals, equipment (training and operational) and other paraphernalia and act as custodian of restored historic ambulances on behalf of SA Ambulance Service and St John Ambulance Australia SA Inc.

#### **4. Powers of Association**

The Association shall have all the powers conferred by section 25 of the Act.

### **ORGANISATIONAL STRUCTURE**

#### **5 Membership**

The membership of the Association shall comprise:

##### **5.1. Members**

Former employees/volunteers of SA Ambulance Service or its predecessor who have retired/resigned after having served a minimum of ten years service, or such other service as determined by the Committee, shall be entitled to become a Member of the Association.

##### **5.2. Associate Members**

**5.2.1.** The partner of a Member shall be an Associate member without fee.

**5.2.2.** The partner (currently an Associate member) can apply for full membership of the Association upon the subsequent death of their partner.

**5.2.3.** Associate members (apart from the partner of a full subscription member) shall contribute the same subscription as a member.

- 5.2.4.** A person nominated by a member of the Committee, who has contributed in some capacity as an employee of the SA Ambulance Service, but has pursued a further career opportunity, either interstate or overseas, or for reasons of incapacity to themselves, or immediate family member necessitating their care, may be considered by the Committee for acceptance as an Associate member. The decision regarding the nominee shall be made by the Committee and such decision shall be final.
- 5.2.5.** An Associate member shall not be eligible to vote or be elected to any position on the Committee but may be appointed to serve on a sub-committee as established by the Committee from time to time.
- 5.2.6.** Any person who has served with an Ambulance Service, either overseas or interstate, who has reached the age of retirement, or has retired from that service on the grounds of invalidity and are therefore classified as retired Ambulance Service Officers and is currently domiciled in the state of South Australia and are able to produce evidence of such service, can apply to the Committee for Associate membership to the Association.
- 5.2.7.** SAAS employees or volunteers who are within 12 months of retiring and who will qualify for membership of the Association can apply for and be accepted as an Associate Member until the date of their retirement. On the date of their retirement that person may then apply for full membership of the Association. Associate Membership under this Rule shall contribute the same subscription as a member.

### **5.3. Life Member**

- 5.3.1.** A person or member who has given exceptional and outstanding service to the Association may be granted Life Membership by the Committee of Management.
- 5.3.2.** An appropriately worded memento and certificate will be presented to the Awardee.
- 5.3.3.** Any person on whom Life Membership has been conferred shall be entitled to all current member benefits.
- 5.3.4.** Life members will not be required to pay an annual subscription to the Association.
- 5.3.5.** No more than three Life Memberships may be awarded in any one year.
- 5.3.6.** In the event of a death of a Life Member, the Award can be made posthumously to the next of kin.

## **6. Expulsion of a Member**

- 6.1.** Subject to giving a member an opportunity to be heard or to make a written submission, the Committee may resolve to expel a member upon determining that a member is guilty of conduct detrimental to the interests of the Association.
- 6.2.** Reasons for the expulsion shall be communicated to the member at least one month before the meeting of the Committee at which the matter will be determined.
- 6.3.** The decision of the Committee shall be communicated to the member, and in the event that the Committee decides to expel the member, the member shall cease to be a member 14 days after the Committee has communicated its decision to the member.
- 6.4.** It shall be open to a member to appeal to the Association in a general meeting. The intention to appeal shall be communicated to the Secretary of the Association in writing within 14 days after the determination of the Committee has been communicated to the member.
- 6.5.** In the event of an appeal under Rule 6.4 above, the membership shall not be terminated unless the determination of the Committee to expel the member is upheld by the members of the Association in a general meeting after the appellant has been heard by the members of the Association, and in such event, membership will be terminated at the date of the general meeting at which the determination of the Committee is upheld.

## **7. Resignation**

Any person may resign from membership of the Association by giving written notice to the Secretary of the Association.

## **8. Register of Members**

A Register of members will be maintained, and it will contain:

- 8.1.** The name/address and other relevant details of the member or associate member.
- 8.2.** The date on which each member was admitted to the Association.
- 8.3.** The date and reason for the termination of membership.

## **9. Patron**

- 9.1.** The appointment of Patron of the Association shall be made by the Committee, and may be a person who has served in any capacity with the SA Ambulance Service, or is a reputable person who has some standing in the community.
- 9.2.** The term of appointment for the Patron shall be determined by the Committee.

- 9.3.** Upon the resignation or completion of term of the Patron, nominations for replacement may be by the Committee or Association Members. The Committee will make the final decision of appointment and advise the Association Members accordingly.

## **10. Committee of Management**

The Committee of Management shall comprise the following persons:

- 10.1.** President
- 10.2.** Vice President
- 10.3.** Secretary
- 10.4.** Treasurer
- 10.5.** Welfare Officer
- 10.6.** Not more than four elected members of the Association
- 10.7.** An employee of SA Ambulance Service with appropriate management links who will provide liaison between the Association Executive Committee and SAAS. Any employee who is a co-opted member shall not have voting rights.

## **11. Election of the Committee of Management**

- 11.1.** At each Annual General Meeting, one half of the members of the Committee, being the longest serving members, shall retire.
- 11.2.** Members of the Committee may tender their resignations or offer themselves for re-election. A retiring committee member shall be eligible to stand for re-election without nomination. No other person shall be eligible to stand for election unless a member of the Association has nominated that person in writing to the Secretary not less than one month prior to the advised date of the Annual General Meeting. The nomination shall be signed by the proposer and the nominee.
- 11.3.** Notice of all persons seeking election to the Committee shall be given to all members of the Association with the notice calling the meeting at which the election will take place.
- 11.4.** If the number of nominations received by the nomination date exceeds the number of vacancies on the Committee, an election is to be held to fill the vacancies.
- 11.5.** The Committee may appoint a person to fill a casual vacancy, and such a Committee member shall hold office until the next Annual General Meeting of the Association and shall be eligible for election to the Committee without nomination.

**11.6.** At the first meeting of the Committee of Management of the Association following the Annual General Meeting, the members of the Committee shall elect from amongst their number a:

**11.6.1.** President

**11.6.2.** Vice President

**11.6.3.** Secretary

**11.6.4.** Treasurer

**11.6.5.** Welfare Officer

all of whom shall hold office for the ensuing year.

## **12. Disqualification of a Committee Member**

The office of a committee member shall become vacant if a committee member is:

**12.1.** Disqualified from being a member by the Act

**12.2.** Expelled as a member under these Rules

**12.3.** Permanently incapacitated due to ill health

**12.4.** Absent without apology for more than four meetings held within a financial year.

## **13. Powers and duties of the Committee**

**13.1.** Manage the affairs of the Association in accordance with these Rules and endeavour to carry out the Objects of the Association at all times and in the best interest of the Association.

**13.2.** Make or amend rules deemed desirable within the scope of clause 13.1 above.

**13.3.** Where a rule is silent, or is in doubt, the Committee shall interpret same, and such interpretation shall be final.

**13.4.** The Committee shall have the power to appoint sub-committees. Such sub-committees shall be responsible to the Committee and shall have such power as delegated by the Committee. The President or Vice President and Secretary shall be ex-officio members of all sub-committees.

**13.5.** Award Life Membership of the Association in accordance with accepted guidelines and criteria on a person who is regarded by the Committee to have contributed outstanding and/or valuable service to the Association.

## **MEETINGS**

### **14. Annual General Meeting**

- 14.1.** There will be an Annual General Meeting held in accordance with the Act and these Rules.
- 14.2.** Annual General Meetings shall be held no later than the 30 November in each year unless extenuating circumstances require the meeting to be rescheduled to a later date.
- 14.3.** A quorum for an Annual General Meeting shall be 5% of the total Membership.
- 14.4.** The business to be conducted at the meeting shall be:
  - 14.4.1.** the confirmation of the Minutes of the previous Annual General Meeting and of any Special General Meeting held since that meeting
  - 14.4.2.** President's Report
  - 14.4.3.** Presentation of the Financial Statements and Auditor's report
  - 14.4.4.** The election of the Committee Members
  - 14.4.5.** The appointment of an Auditor
  - 14.4.6.** Any other business requiring consideration by the Association in general meeting.

### **15. Special General Meeting**

- 15.1.** The Committee may call a Special General Meeting of the Association at any time.
- 15.2.** Upon a requisition in writing of not less than 20% of the total number of members of the Association, the Committee shall within a month of the receipt of the requisition, convene a Special General Meeting for the purposes specified in the requisition.
- 15.3.** A request by the members for a Special General Meeting shall be signed by the requesting members and shall state the purpose of the meeting
- 15.4.** If a Special General Meeting is not convened within one month, as required by Rule 15.2. the members requisitioning the meeting, or at least 50% of their number, may convene a Special General Meeting. Such a meeting shall be convened in the same manner as a meeting convened by the Committee, and for this purpose the Committee shall ensure that the members requisitioning the meeting are supplied free of charge with particulars of the members entitled to receive a notice of

meeting. All reasonable expenses for convening and conducting the meeting shall be borne by the Association.

**16. Committee Meetings**

- 16.1.** The Committee shall meet at least every two months or at such times as may be decided by the President.
- 16.2.** Four members of the Committee shall constitute a quorum. If a quorum is not present within thirty minutes of the time fixed for the meeting, the meeting will lapse.
- 16.3.** The Secretary shall record and maintain minutes of all meetings and distribute copies to Committee members.

**17. Chair of Meetings**

At all Committee, Annual General, or Special General Meetings the President shall chair the meeting. In the event of the President not being present, the Vice President shall chair the meeting. If the President or Vice President are both absent or unable to preside, the members present shall elect a Chairperson for that meeting. The Chairperson shall only have a casting vote in such cases of an equality of votes of a matter requiring a vote.

**18. Notice of Meetings**

- 18.1.** Subject to the provisions of the Act, at least fourteen (14) days notice of the Annual General Meeting or a Special General Meeting shall be forwarded by post or email to every member of the Association.
- 18.2.** Notice of meetings of the Committee shall be given by forwarding an agenda for the meeting to every member of the Committee prior to the meeting.

**GENERAL MATTERS**

**19. Subscriptions**

- 19.1.** The annual subscription to the Association shall be fixed at each Annual General Meeting for the ensuing year.
- 19.2.** Any Member or Associate who fails to pay his/her subscription before the last day of September will be considered to be un-financial and will not be entitled to vote or participate in any affair or function of the Association.
- 19.3.** Any member whose subscription is outstanding for more than three months shall cease to be a member. The Committee may reinstate such a membership on such terms as it sees fit.
- 19.4.** All subscriptions will be remitted to the Treasurer of the Association who will, if requested, issue a receipt for each amount. The Treasurer shall forward notice of all renewed subscriptions to the Membership Officer for recording.

- 19.5.** The assets and income of the Association shall be applied solely in the furtherance of the Association, and no proportion shall be distributed directly to members except for bona-fide services rendered on behalf of the Association.

**20. Reimbursement of Expenses**

- 20.1.** Reimbursement of reasonable expenses incurred in the conduct of the Association affairs will be made to the members of the Committee.
- 20.2.** Such re-imbursements shall be approved by the Committee upon presentation of an itemised receipt/statement.

**21. The Seal**

- 21.1.** The Association shall have a Common Seal upon which its name shall appear in legible characters.
- 21.2.** The Seal shall not be used without the express authorisation of the Committee.
- 21.3.** Every use of the Seal shall be recorded in the minute book of the Association.
- 21.4.** The President and Secretary shall witness the affixing of the seal.
- 21.5.** The Seal shall be held in safe custody by the Secretary.

**22. Alteration of Rules**

These Rules may be altered or amended, and new rules may be made at any Annual General Meeting or Special General Meeting, provided that notice of intention to propose such alteration, amendment or addition is given to each member entitled to attend and vote at such meeting at the time that the notice of such meetings is forwarded to each member.

No such amendment or addition shall be made unless a resolution to affect such amendment or addition is carried by a majority of at least three quarters of the members present and entitled to vote and who vote at such meeting.

**23. Winding up**

In the event of the Association being dissolved:

- 23.1.** Any cash that remains in any bank account after such satisfaction of all debts and liabilities, shall be transferred to the St John Historical Society of SA or its successor.
- 23.2.** All historical records, books, equipment (training and operational) etc being the property of the Association shall be transferred to the St John Historical Society of SA or its successor to act as custodian.

**23.3.** All vehicles will be returned or transferred, in the case of:

**23.3.1** Any ambulance owned by St John Ambulance Australia SA Inc and placed under the care of the Association; any St John Ambulance signage owned by SAASROA to - St John Ambulance Australia SA Inc; and;

**23.3.2.** Any ambulance purchased by SA Ambulance Service and placed under the care of the Association to - SA Ambulance Service.

**23.3.3** Any vehicles owned by the Association will be transferred to the St John Historical Society of SA or its successor to act as custodian.

Includes amendments made at AGM held 21 November 2004

Includes amendments made at AGM held 13 November 2005

Includes amendments made at AGM held 11 November 2009

Includes amendments made at AGM held 11 November 2012

Includes amendments made at AGM held 10 November 2013

Includes amendments made at AGM held 14 November 2021