

# **The Order of Australia Association Limited**

## **By-law No 4**

**By-law made pursuant to Articles 11.7 (iii) and 21 of the Constitution**

### **Membership Secretary, Merchandise Officer**

### **And Assistant National Secretary**

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#### **1 Interpretation**

- 1.1 Unless the contrary intention appears, terms used in this By-law have the same meanings given to them in the Memorandum and Articles of Association (Constitution).

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#### **2 Purpose**

- 2.1 To establish the positions of Membership Secretary, Merchandise Officer and Assistant National Secretary and to specify the responsibilities of volunteer members of the Association elected or appointed to these positions.

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#### **3 Membership Secretary**

- 3.1 The Membership Secretary is a Director of the Order of Australia Association Limited and acts as Membership Secretary as a volunteer officer of the Company.
- 3.2 The responsibilities of the Membership Secretary are:
- 3.2.1 To maintain the membership data base and to update its contents at least weekly.
- 3.2.2 To liaise with any data input agency contracted by the Association to ensure changes to the membership data base are free from error and are inserted in a timely manner.
- 3.2.3 To receive Life Membership Subscriptions and Annual Membership Renewals, account for these and pay them into the Association's account.
- 3.2.4 To forward State and Territory Branch membership lists to Branches at least at quarterly intervals, or as they may require. Such lists will be in a format that allows for subsidiary reports to be produced, for example, sorted into Regional Group lists.
- 3.2.5 To liaise with the National Treasurer as required about payments into the Association's accounts.

- 3.2.6 To prepare a Membership Report for consideration at each meeting of the National Committee of the Association.
- 3.2.7 To liaise as necessary with the members of the Executive Sub Committee about membership matters.
- 3.2.8 To organize and dispatch annual membership renewal reminders.
- 3.2.9 Any other membership matters.

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#### **4 Merchandise Officer**

- 4.1 The Merchandise Officer is a volunteer member of the Association but is not a Director of the Order of Australia Association Limited.
- 4.2 The responsibilities of the Merchandise Officer are:
  - 4.2.1 To order replacement supplies of pens, ties, scarves, decals and any other Order of Australia Association merchandise to cost limits authorised by the National Treasurer.
  - 4.2.2 To order new Association merchandise approved by the National Committee or Executive Sub Committee.
  - 4.2.3 To hold and account for all bulk stocks of all Association merchandise held by him.
  - 4.2.4 To liaise with the National Secretary, who holds bulk Association merchandise stocks, for resupply as required.
  - 4.2.5 To advise the National Treasurer about selling prices for Association merchandise and about purchase prices and quantities to acquire.
  - 4.2.6 To receive Association merchandise purchase requests from Branches, and supply requested stocks, together with appropriate tax invoices, claiming petty expenses involved from the National Treasurer.
  - 4.2.7 To provide the National Treasurer with an accounting of all stock held by him to date 30 September each year.
  - 4.2.8 Any other Association merchandise matters.

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#### **5 Assistant National Secretary**

- 5.1 The Assistant National Secretary is a volunteer member of the Association but is not a Director of the Order of Australia Association Limited.
- 5.2 The responsibilities of the Assistant National Secretary are:
  - 5.2.1 To assist the National Secretary as required.
  - 5.2.2 To act on behalf of the National Secretary when the incumbent is unavailable.