

# AUSTRALIAN SECTION



## CONSTITUTION RULES REGULATIONS & STANDING ORDERS

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# CONSTITUTION

## 1. ARTICLE 1 - TITLE AND MOTTO

- 1.1. The Association shall be called the "International Police Association" (I.P.A.) Australian Section.
- 1.2. The motto, in Esperanto, shall be "SERVO PER AMIKECO" (service through friendship).
- 1.3. The emblem of the IPA is protected by copyright

## 2. ARTICLE 2 - AIMS OF THE ASSOCIATION

- 2.1. The International Police Association is an independent body made up of members of the police Service, whether on active duty or retired, and without distinction as to rank, sex, race, colour, language or religion. Its purpose is to create bonds of friendship and to promote international co-operation. It is committed to the principles set out in the Universal Declaration of Human Rights as adopted by the United Nations in 1948. Its aims include the development of cultural relations amongst its members, a broadening of their general knowledge, and an exchange of professional experiences; in addition, it seeks to foster mutual help in the social sphere and to contribute within the limits of its possibilities to the peaceful co-existence of different peoples and to the preservation of world peace.

### 2.2. To this end it undertakes

- 2.2.1. to encourage personal contacts by organising visits of individuals and groups, arranging group holidays and initiating pen-friendships;
- 2.2.2. to promote among the police services of all the Sections respect for law and order;
- 2.2.3. to develop social and cultural activities and to encourage the exchange of professional experiences;
- 2.2.4. to enhance the image of the police in the countries of its member Sections and to help improve relations between the police and the general public;
- 2.2.5. to foster youth exchanges and international youth meetings with a view to promoting greater tolerance and understanding between people, and understanding for the work of the police.
- 2.2.6. to facilitate a regular exchange of publications between the National Sections and to provide an information service for the National IPA publications containing news on all subjects of relevance to the Association;
- 2.2.7. to promote international publications, and to help with the preparation of a bibliography of police works and, wherever possible, of all works connected with the law or legal matters;
- 2.2.8. to facilitate international co-operation through friendly contacts between police officers of all continents and to contribute to a mutual understanding of professional problems.

## 3. ARTICLE 3 - AFFILIATION

All decisions taken by the International Executive Council (IEC) are binding for the Australian Section in so far that they do not contravene Australian Laws. The International Statutes are an integral part of the Australian National Statutes.

## 4. ARTICLE 4 - COMPOSITION

- 4.1. The Australian Section will be divided into Regions, as follows;
  - 4.1.1. Queensland Region
  - 4.1.2. Victoria Region

- 4.1.3. New South Wales Region
- 4.1.4. South Australia Region1
- 4.1.5. Western Australia Region
- 4.1.6. Canberra-Queanbeyan Region

### 4.2. Other Regions as approved by the National Executive Council.

- 4.3. Where approved by the National Executive Council the Regions may be further sub-divided into Sub-Regions and / or Branches.

## 5. ARTICLE 5 - MEMBERSHIP - AUSTRALIAN SECTION

- 5.1. Membership of the Association shall be open to all police officers within Australia on the basis of the principles embodied in Article 2.1.
- 5.2. Members of the police service resident in another country may only be admitted if there is no Section in their country (foreign associate membership). Such membership may not be continued once a National Section has been established in that country.
- 5.3. The Australian Section shall determine who is to be considered as belonging to the police service and who can be accepted as a member. It shall also be free to make a distinction between regular members and civilian employees of the police. Conditions of membership, and any changes to them, must be notified to the Permanent Executive Bureau (P.E.B).
- 5.4. Retired police officers who are not members of the IPA and who transfer their residence permanently to Australia may only be accepted as a member if they satisfy the conditions of membership. If they are already members, they may retain their membership in their former Section or transfer it to the Australian Section.
- 5.5. There shall be the following categories of membership.
  - 5.5.1. Ordinary Membership
  - 5.5.2. Foreign Associate Membership
  - 5.5.3. Extraordinary Membership
  - 5.5.4. Honorary Life MembershipThe definition and conditions of membership are as shown in the Regulations.

## 6. ARTICLE 6 - CONTROL

- 6.1. The National Executive Bureau of the Australian Section shall consist of the following officers:
  - 6.1.1. President
  - 6.1.2. Vice President
  - 6.1.3. Secretary General
  - 6.1.4. Assistant Secretary General
  - 6.1.5. Treasurer
  - 6.1.6. Immediate Past President.
- 6.2. The officers (6.1.1.) to (6.1.5) shall be elected in the order as stated for a term of three years as per Regulations and they may be re-elected except:
  - 6.2.1. That the President shall not serve more than two terms consecutively.
  - 6.2.2. If no nomination is received for President then a further term may be served.
  - 6.2.3. Once a new President has been elected, the outgoing President shall be appointed as an advisor to the National Executive Bureau for a period terminating on the Monday following the next National Annual General Meeting. The Immediate Past President may stand for election on the National Executive Bureau, at any future tri-annual elections. The Immediate Past President may be co-opted to perform other duties as identified by the National Executive Bureau.

- 6.2.4. The President and Vice-President shall be serving police officers of an Australian Police Force, unless such office was held by them at the time of retirement.

## 7. ARTICLE 7 - MANAGEMENT AND ADMINISTRATION

- 7.1. The management and administration of the Australian Section shall be entrusted to the National Executive Council.
- 7.2. The composition of the National Executive Council shall be as provided in Regulation 12.
- 7.3. The National Executive Bureau shall have power to act on behalf of the Section in any matter which in their opinion requires immediate action or at any scheduled mid year meeting convened in absence of the National Executive Council.
- 7.4. National Meetings shall be held as and when required, in accordance with Regulation 19, but at least once a year.
- 7.5. At meetings of the National Executive Council, all members of the Australian Section may attend and speak, but only members of the council may vote.
- 7.6. The National Executive Bureau shall have one vote at all National Executive Council Meetings.

## 7A. ARTICLE 7A - SUSPENSION OF VOTING RIGHTS

1. The voting rights of a Region may be suspended by the National Executive Council
- if the Region in question has not paid its membership dues for a period of four months and does not meet its obligations after being invited by letter to do so by the Secretary General:
  - when external circumstances prevent a Region from carrying out its constitutional activities in the foreseeable future, in particular when state legislation stands in the way of implementation for the fundamental principals set out in Articles 1 to 4:
  - if the Regional Executive Committee of the Region so requests. The reason for the request need not be given:
  - if, in the event of a serious violation of the Constitution by a Region, an application is made for its expulsion and two thirds of all Regions, having been consulted by letter by the National Executive Bureau, agree to the suspension of voting rights. This measure shall apply until a decision is taken by the following meeting of the National Executive Council.

The NEC shall appoint another Region to represent the interests of the Regions whose voting rights have been suspended. The details of this shall be settled in line with the Regulations and Standing Orders.

2. During the period of suspension, the Region may only send observers to the National Executive Council Meetings.
3. The members of such Regions shall be treated like any other member by other Regions. National appointments or membership on National Sub-committees shall not be affected.
4. Every case of suspension shall be reviewed at the next meeting of the NEC. To this end, the Region appointed to represent the interest of the suspended Region shall present a report. Suspension may only be lifted by a decision of the NEC.
5. A suspended Region shall not have the right to make application to the National Section for financial assistance to have an Observer attend a NEC Meeting.

## 7B. ARTICLE 7B - EXPULSION

- A Region may only be expelled in the event of a serious violation of the Constitution. Failure to fulfil obligations to the Association over a period of time eg. Failure to pay dues, shall be deemed a serious violation.
- Even if the measures listed in Article 7A 1d are not applied immediately, an application for expulsion may be submitted to the next NEC Meeting. Expulsions must be decided by a two-thirds majority of all votes of the Regions present or represented at the NEC Meeting.
- Expulsions shall become effective if the majority of the members of the NEC having been informed by the Secretary General, do not notify the NEC of their opposition in writing within ninety days. If an objection

is received, the matter shall be dealt with afresh at the next NEC Meeting, and until such time the Region in question shall retain its status (voting member or member with suspended voting rights)

4. Once a Region has been expelled, its members may become members of another Region, nominated by the NEC.

## 8. ARTICLE 8 - FINANCE

- 8.1. The financial year of the Australian Section shall end on the 30th June of each year; and
- A Balance Sheet shall be prepared, showing the financial position of the Section as at that date.
  - Such Balance Sheet, shall be presented to the National Executive Council by the National Treasurer.
- 8.2. The financial year of the Regions, Sub-Regions and Branches shall end on the 30th June of each year and the respective committees shall comply with Regulation 26.

## 9. ARTICLE 9 - AUDIT OF ACCOUNTS

The Accounts shall be audited annually by a non-member of IPA, appointed by the National Executive Bureau, and any member shall be entitled to receive, upon application, a certified copy of the Cash Account and Balance Sheet.

## 10. ARTICLE 10 - OTHER REGULATIONS

- 10.1. Amendments to the Constitution, Regulations or Standing Orders may only be decided by the National Executive Council with a two-thirds majority.
- 10.2. All issues arising in conjunction with the Constitution, Regulations or Standing Orders shall be settled provisionally by the National Executive Bureau pending a decision by the National Executive Council.

## 11. ARTICLE 11 - PUBLICATIONS

- 11.1. Statements on political, religious, or race issues shall not be made or published on behalf of the Association. The Association's strict policy of neutrality shall be observed in all publications.
- 11.2. Reports and minutes, which are marked "internal", shall not be published or passed onto unauthorised persons.

## 12. ARTICLE 12 - AUTHORITY

With a view to the attainment of the objects, the National Executive Council shall have the following authority;

- To arrange organised courses of instruction, conferences or debate on any or more of the objects of the Association on such terms and conditions and upon the payment of such fee (if any) as may from time to time be determined.
- To purchase or otherwise acquire any land or building to be used for any purpose of the Association and generally any property, real or personal or any estate or interest therein, required for any purpose of the Association and to hold, sell, lease, deal with and dispose of the same in such a manner as may be thought expedient for the purposes of the Association.
- To borrow or raise money and to mortgage and charge all or any part of the property of the Association for the purposes of promoting its objects.
- To co-operate with or subscribe to any other association, institute, society or corporation in any part of the world, whose objects are, or include, objects in general respects similar to the objects of the Association, provided that the Section does not commit itself or the Association to becoming a member of any other organisation or to participate in business enterprises, regardless of their purpose, without prior consent of the IEC.
- To undertake and execute any trusts which may lawfully be undertaken by the Association and in case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with or invest the same in such manner as allowed by law, having regard to such trusts.
- To accept and use gifts of money or other property received for any one for more of the objects of the Association.
- To invest and deal with any monies of the

- Association not immediately required for its objects in or upon such investments and in such manner as may be thought fit.
- 12.8. To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the form of donations, or otherwise.
- 12.9. To establish and support or aid in the establishment and support of any charitable association or institutions, and to subscribe or guarantee any money for charitable purposes in any way connected with the objects of the Association.
- 12.10. To publish or procure the publication and circulation of books, periodicals and pamphlets relating to the objects of the Association.
- 12.11. To do all such things as are incidental or conducive to the attainment of the above objects or any of them; Provided that:
- 12.11.1. The Association may not engage in any activity:
- which might interfere with the ordinary activities of any Police Organisation;
  - of a political or racial nature;
  - directly or indirectly concerned with pay, pensions or the conditions of service of any Police Service.

12.11.2. The Association shall not support with its funds any object, or endeavour to impose on or procure to be observed by its members or others any regulation, restriction, or condition which will in any way contravene the provisions of Article 12.11.1.

### 13. ARTICLE 13 - REGULATIONS AND STANDING ORDERS

The Regulations and Standing Orders establishing the rules of procedures shall apply to all Australian meetings and are an integral part of the Australian Constitution.

### 14. ARTICLE 14 - DISSOLUTION

14.1. In the event of disbandment of the Australian Section of the Association its funds shall be remitted to the International Treasurer.

14.2. The disbandment of any Region, Sub-Region or Branch shall be in accordance with Regulation 25.

### 15. ARTICLE 15 - ENTRY INTO FORCE

This Constitution replaces the Constitution and Rules effective since the 1st May 1990 and shall itself take effect from the eleventh day of October in the year two thousand and three.

Given under my hand on behalf of the National Executive Council of the Australian Section of the International Police Association.

Steve PIERCE - President.

# REGULATIONS

## 1. REGULATION 1 - ORDINARY MEMBERSHIP

Ordinary membership is subject to the approval and acceptance by the Regional Executive Committee and shall be renewable annually.

- 1.1. Ordinary membership shall be open to:
- any serving or retired police officer of any State, Territory or the Australian Federal Police.
  - any former police officer who has served in a Police Service and has left such Police Service in good standing

## 2. REGULATION 2 - FOREIGN ASSOCIATE MEMBERSHIP

Foreign Associate Membership may be granted to serving or retired Police Officers of a Police Service where Sections of the Association do not yet exist.

## 3. REGULATION 3 - EXTRAORDINARY MEMBERSHIP

Extraordinary Membership may be granted to the spouse of a deceased member, upon application of such spouse through Region for endorsement by the National Executive Council.

## 4. REGULATION 4 - HONORARY LIFE MEMBERSHIP

Honorary Life Membership is an award of the Australian Section of the International Police Association, open only to members of this Section. It is an award that may be granted by the National Executive Council.

- Proposals for the award shall be in writing duly signed by a proposer and a seconder.
- The written proposal shall meet the following criteria before the proposal can be considered:
  - The member nominated for the award shall have been a financial member of the section for no less than fifteen years consecutively, and
  - Shall have served on National, Regional, Branch

Executive, Committee or as an appointed officer for no less than five years, and

- Has by example, upheld and promoted the Aims and Objectives of the International Police Association.

- The proposal for the award shall be forwarded to the Regional Secretary or Chairman, who will present same to members at a duly convened meeting.
- Confirmation of the proposal will require a two thirds majority vote of the members present and entitled to vote at the duly convened meeting
- On the proposal being confirmed as in Regulation 2.4 the Regional Secretary shall forward same to the Secretary General no later than sixty days prior to a National Executive Council Meeting. The Secretary General in turn, will immediately forward a copy of such proposal to each member of the National Executive Council, and will present the proposal at the next National Executive Council Meeting.
- National Executive Council confirmation of the award will require a two thirds majority, by secret ballot.
- The recipient of the Honorary Life Membership award, will be duly bound by the Constitution, and Regulations. Any infringement of Regulation 7.1 (a) (b) (c) (e) and Regulation 7.3 (a) (b) will entertain automatic withdrawal of the award.

## 5. REGULATION 5 - APPLICATION REJECTION

Where an application for membership is rejected, it shall be subject to appeal to the National Executive Council, whose decision shall be final.

## 6. REGULATION 6 - WITHDRAWAL OF ASSOCIATE MEMBERSHIP

The National Executive Council shall have the right to withdraw or extend Associate membership under Regulation 2 as it thinks fit.

## 7. REGULATION 7 - EXPULSION - SUSPENSION

7.1. That membership of the Australian Section may be terminated or suspended by the National Executive

Bureau at any time for any of the following:

- a) violation of the International Statutes or the Australian Constitution
- b) misuse of Association facilities
- c) any conduct which is prejudicial to the Aims and Objectives of the Association
- d) upon ceasing to be financial
- e) refusing to comply with a decision of the National Executive Council.

7.1.1. Sanctions open to the NEB and Appeals Committee upon enacting 7.1 of these regulations include;

- a) termination of membership
- b) suspension of Membership for a given period not exceeding two years
- c) suspension from holding any executive or committee position within any region of the Australian Section or any National Executive or Committee position of the Australian Section for a given period not exceeding ten years.

7.2. Members subject to expulsion shall receive notice in writing, signed by the President, and sent by Registered Post to the member's last known address. The notice of intention to expel or suspend shall include the following:

- a) the substance of the allegation
- b) the resolution of the NEB and the grounds upon which it is based
- c) inform the member of their right to appeal by written reply within twenty-one days of the posting of the notice to expel, why the procedure to expel or suspend should not proceed
- d) inform the member of their rights to provide a written submission setting out any matters to be considered in the support of his/her defence of the allegations or appeal for reduction of sanctions
- e) inform the member that should he/she decline to defend or appeal the allegations and accompanying notice to expel/suspend the decision to expel or suspend shall become effective twenty-one days after the posting to the member by the National President. During this period membership shall be suspended.

7.2.1 The original decision to expel or suspend

- a) shall become effective twenty-one days after the date of posting to the member concerned unless
- b) notice of appeal against expulsion or suspension has been received by the Secretary General within that period.

7.3. Membership may be withdrawn from members who are dismissed from a Police Service, if the dismissal is as a result of:

- a) conviction for any offence punishable by any law, or
- b) conduct unbecoming of a police officer

7.4. Membership of the Association may be suspended by the National Executive Bureau at any time for any members found to have:-

- a) breached the provisions of Regulation 7.1: or
- b) whose appeal under Regulation 8 against expulsion or suspension for a breach of Regulation 7.1 has been rejected by the Appeal Committee.

7.4.1. The period of suspension in the case of Regulation 7.4 shall be determined by the National Executive Bureau.

## 8. REGULATION 8 - APPEAL PROCEDURE

8.1. Any person desiring to appeal against expulsion, withdrawal, rejection or suspension of membership shall lodge an appeal in writing to the Secretary General within 21 days of receipt of the notice.

8.2. That in the event of such appeal the National Executive Bureau shall appoint an Appeal Committee of not less than three members of the National Executive Council provided that no member of the National Executive Bureau having

involvement in any previous hearing or determination of the allegation may be a member of the Appeal Committee.

8.3. The Appeal Committee will determine the appeal within 28 days of the receipt of the notice by the National Executive Bureau, and will report their findings. The appeal committee after examining the facts of the matter and the written submissions of the appellant may uphold or dismiss the appeal. In dismissing or upholding the appeal the Appeal Committee may utilise any of the sanctions open to it under Regulation 7.1.1

8.4. The findings and decisions of the Appeal Committee shall be final and binding upon all persons affected.

## 9. REGULATION 9 - APPLICATION TO JOIN

All applications to join the Association shall be in writing on the prescribed form and signed by the applicant.

## 10. REGULATION 10 - MEMBERSHIP ENTITLEMENT

Every enrolled member shall be entitled to receive a copy of the Australian Constitution, membership card and badge. It shall be a condition of membership that these be returned when a member leaves the Association.

## 11. REGULATION 11 - PUBLICATION OF MAGAZINE

11.1. The Australian Section should publish a Magazine for circulation to all members.

11.2. Any decision to change from one publisher to another for the publication of the Association's magazine shall rest with the National Executive Bureau.

## 12. REGULATION 12 - CONTROL

The composition of the National Executive Council shall be as follows:

12.1. The members of the National Executive Bureau

12.2. The Chairman of each Region or his proxy

12.3. (Repealed) NEC 16/10/93

12.4. (Repealed) NEC 25/10/97

12.5. Any Member of the Australian Section holding International Office on the Permanent Executive Bureau.

## 13. REGULATION 13 - APPOINTMENTS BY NATIONAL EXECUTIVE COUNCIL

13.1. The National Executive Council shall have the power to co-opt any person for any specific purpose, or to appoint such additional officers for liaison or other such purpose, as they consider necessary. These appointments may be renewed annually.

13.2. The National Executive Council shall appoint the National Editor for a period of three years.

13.3. The National Executive Council may appoint the following officers annually.

a) National Travel Secretary

b) Hobbies Bureau Secretary

c) Associate Secretaries/liaison officers

d) Liaison officers to International Commissions.

## 14. REGULATION 14 - PROXIES

14.1. Should a member of the National Executive Council, not being a member of the National Executive Bureau wish to be represented at a National Meeting, written notice of this must be sent to the Secretary General at least one hour before the meeting. Such notification shall be signed by the person being represented and their proxy.

14.2. The proxy-holder shall be a member from within the Region of the proxy-donor.

## 15. REGULATION 15 - TRUSTEES

The National Executive Bureau shall act as trustees in respect of

all arrangements made for a mortgage, loan or lease of any property which may be entered into by or on behalf of the Australian Section and its members, in accordance with Article 12.

#### 16. REGULATION 16 - APPOINTMENT OF SUB-COMMITTEES

The National Executive Council may appoint sub-committees as it sees fit. They shall be responsible to the National Executive Bureau and the President shall be an ex-officio member of all sub-committees.

#### 17. REGULATION 17 - MINUTES

Minutes of every meeting of the National Executive Council and National Executive Bureau shall be circulated by the Secretary General to each member of those bodies as soon as practicable after the meeting and one copy shall be filed at the Headquarters of the Australian Section.

#### 18. REGULATION 18 - SPECIAL ACTIVITIES

No special activity on a National or International basis will be organized without the approval of the National Executive Bureau.

#### 19. REGULATION 19 - MEETINGS

19.1. The President shall convene the following meetings:

- 19.1.1. Annual General Meeting during the month of October of each year.
- 19.1.2. National Executive Council meeting at least once a year.
- 19.1.3. National Executive Bureau meeting at least once a year.

19.2. The Secretary General shall notify members of the National Executive Council in writing of the time and place of such meeting. This notification shall be issued one month prior to such meeting.

19.3. All members shall be advised of the Annual General Meeting.

19.4. Financial members of the Association may request in writing and outlining their reasons for the convening of extraordinary general meetings, as follows:

- 19.4.1. Fifty members are required to request the President to convene a meeting, and on receipt of this request the President shall convene a extraordinary general meeting within the following twelve weeks.
- 19.4.2. Seven (7) National Executive Council members are required to request the President to convene a extraordinary general meeting, and on receipt of this request the President shall convene a meeting within the following twelve weeks.
- 19.4.3. If the President has not within the stipulated time called the extraordinary general meeting, the requisitionists may themselves convene it. The petition and the notice of extraordinary general meeting shall set out the business, it desires to transact.

#### 20. REGULATION 20 - QUORUM

20.1 A quorum is deemed as follows:

- a) National Executive Council meeting, six (6) members.
- b) National Executive Bureau meeting, 3 members.

#### 21. REGULATION 21 - OFFICE VACANCY

Where an office becomes vacant for any reason, the National Executive Bureau shall appoint a member to fill such vacancy. This member shall hold this position until the next election.

#### 22. REGULATION 22 - REGIONS

- 22.1 No Region, Sub-Region or Branch of the Association shall be formed without the approval of the National Executive Council.
- 22.2. A Region shall consist of twenty or more financial members.
- 22.3. A Sub-Region shall consist of ten or more financial members.
- 22.4. A Branch shall consist of five or more financial members.

#### 23. REGULATION 23 - REGIONAL EXECUTIVE OFFICERS

23.1. The Regional Executive shall consist of the following:

- a) Chairman
- b) Vice-Chairman
- c) Secretary
- d) Treasurer
- e) (Repealed) 16/10/93
- f) Where Sub-Regions and/or Branches exist, their Chairman or proxy.
- g) Any member of the Region who is a member of the National Executive Bureau or of the Permanent Executive Bureau.

23.2. Where Sub-Regions and/or Branches are constituted, they shall elect such officers as they deem necessary, provided they include (a) (c) (d) as a minimum.

23.3. The Regional Executive Committee shall have the power to co-opt any person for any specific purpose, or to appoint such additional officers for liaison or other such purpose, as they consider necessary.

#### 24. REGULATION 24 - REGIONAL SUB-REGIONAL AND BRANCH MEETINGS

- 24.1. a) The Annual General Meeting of the Region shall be held in September of each year when the office bearers shall be elected.
- b) The following Regional Executive Committee members, namely, the Chairman, the Vice Chairman, and the Secretary shall be elected for a period of twelve months.
- c) The Treasurer shall be elected for a period of three years at the Annual General Meeting that falls in the year of the election of the National Executive Bureau.
- 24.2. Sub-Regions and Branches shall hold a Annual General Meeting in August of each year, when the office bearers shall be elected.
- 24.3. Other meetings may be held as required.
- 24.4. All meetings shall be convened by their respective Chairman and Secretary.
- 24.5. A copy of the minutes of each meeting shall be circulated as soon as practicable after the meeting and at least fourteen days prior to the next meeting, to the President and Secretary General, and filed by the latter.
- 24.6. Sub-Regions and Branches shall also forward a copy of their minutes to the Regional Secretary.
- 24.7. No special activity on a Regional, Sub-Regional or Branch level shall be organized without the approval of the Regional Executive Committee.
- 24.8. A quorum for any Regional or Sub-Regional meeting shall be five members and for the respective Branch or Executive Committees the quorum shall be three members.
- 24.9. Eleven members are required to request the Chairman of any Region, to convene a extraordinary general meeting and on receipt of this request the Chairman shall convene a meeting within the following eight weeks. And likewise, five members of a Sub-Region and three members of a Branch, may make a similar request of their Chairman.
- 24.10. The Chairman shall have the same obligations on calling the extraordinary general meeting as the President under Regulation 19.4.3.

#### 25. REGULATION 25 - DISSOLUTION

- 25.1. In the event of disbandment of any Sub-Region or Branch, the funds of the Sub-Region or Branch concerned shall be remitted to the Regional Treasurer.
- 25.2. Such funds shall be held in trust for two years. In the event of the Sub-Region or Branch not being reformed within that

- period, the funds shall be transferred to Regional funds.
- 25.3. In the event of disbandment of a Region, the funds of the Region concerned shall be submitted to the National Treasurer.
- 25.4. Such funds shall be held in trust for two years. In the event of the Region not being reformed within that period, the funds shall be transferred to National funds.
- 25.5 All books and other property belonging to any disbanded Region, Sub-Region or Branch shall be retained by the Secretary General or trustees appointed by the National Executive Bureau.

## 26. REGULATION 26 - FINANCE

- 26.1. The fees for membership in the Association are as follows:
- 26.1.1. The enrolment fees and annual subscriptions shall be as laid down by the National Executive Council
- 26.1.2. The annual subscription shall be payable in advance before the 31st December of each year.
- 26.2. Reinstatement of lapsed membership shall be subject to the following:
- 26.2.1. The applicant shall pay in full all yearly dues since his lapsed membership or re-join as a new member.
- 26.2.2. The application shall be subject to the approval of the Regional Executive Committee or National Executive Bureau, where applicable.
- 26.2.3 On being reinstated the applicant must be a financial member for a full twelve months, before being eligible for any assistance to overseas facilities.
- 26.3. The Host Region for the Annual General Meeting, on presentation of a Balance Sheet, to the National Executive Bureau may be granted financial assistance.
- 26.4. Sub-Regions or Branches, shall not hold more than \$5000.00 except for a special activity.
- 26.5. The National Executive Bureau shall approve of all National Expenditure. Having considered the annual estimates of the coming year's expenditure, shall recommend to the National Executive Council the amount of the following year's levy.
- 26.6 The National Executive Council, having considered the recommendation of the National Executive Bureau, shall decide the amount of levy to be paid by each Region, Sub-Region or Branch member. This levy will be remitted by Sub-Regions and Branches to their Region, and by the Region to the National Treasurer as soon as possible.
- 26.7. No member shall receive gratuity or monetary consideration for any services rendered in connection with the affairs of the Association without the permission of the National Executive Bureau.
- 26.8. A current renewal stamp must be issued by the treasurers to each member renewing his annual subscription. The National Treasurer will issue the stamps to each Life-member and Honorary Life member.
- 26.9. The National Section shall be responsible for the making of grants to members of the National Executive Council, as per Regulation 12 for their attendance at authorised National meetings or travelling on Association business, provided that:
- 26.9.1. Economy or package air fares are used, or where a member elects to use another form of transport, upon production of receipts or in the case of a private motor vehicle, based on current taxation kilometers allowances that are no more than the economy or package air fare, whichever is the lesser.
- 26.9.2 Any member exceeding the accepted cost as mentioned in 26.9.1 above, shall bear the difference in cost.
- 26.9.3 National Executive Bureau members as listed in Article 6.1 and one Delegate from each Region will be eligible for a grant under this Regulation.
- 26.10. The National Executive Council and the National Executive Bureau are empowered to incur such expenditure as may be necessary in respect of Secretariat and administrative assistance, whether full or part-time, as may be necessary for the efficient performance of the Association's business.
- 26.11. The National Treasurer, President, Vice President and Secretary General shall be authorized to sign all Association cheques. All subscriptions and other monies shall be made payable to 'THE INTERNATIONAL POLICE ASSOCIATION'.

- 26.12. Expenses may be claimed by members acting officially on behalf of the Association in accordance with Regulation 29.5 (e).

## 27. REGULATION 27 - ELECTIONS

- 27.1. No member shall be elected to any office or appointed to any committee, without their prior consent.
- 27.2. Nominations for all elected positions shall be called for and each nomination shall be proposed and seconded in writing and accompanied by the written consent of the candidate. (which may be endorsed on the form of the nomination)
- 27.3. No unfinancial member shall be elected to, or hold any office within the Association.
- 27.4. Nominations for the election of the National Executive Bureau shall be called for by the Secretary General during the month of April in the triennial year and such nominations shall close on the thirtieth of June, and all nominations be forwarded to the appointed Returning Officer.
- 27.5. The election of the National Executive Bureau shall be conducted in the following order:
- a) President
  - b) Vice President
  - c) Secretary General
  - d) Assistant Secretary General
  - e) Treasurer
- 27.6. Where more than one nomination is received for any one position, a postal ballot shall commence on the first day of August.
- 27.7. The election process shall be directed by a returning officer, and a suitable number of tellers to help count the votes. The returning officer and tellers may not be nominated as candidates.
- 27.8. The returning officer and tellers shall be appointed by the National Executive Council, no later than the thirty first of October immediately preceding the election year.
- 27.9. The returning officer shall forward ballot papers to the following persons.
- a) All members of the National Executive Bureau as shown in Article 6.1.1 to 6.1.6
  - b) All members of the Regional Executive Committees as shown in Regulation 23.1 (a) to (e)
  - c) Any member appointed by the National Executive Council as shown in Regulation 12.4 and 12.5 provided that such member/s are holding that appointment during a triennial election year.
- 27.10. All ballot papers are to be returned to the returning officer by the last mail on the Monday, preceding the Triennial Annual General Meeting.
- 27.11. If there is no dispute in the ballot, the ballot papers shall be destroyed.

## 28. REGULATION 28 - DUTIES OF RETURNING OFFICER

- 28.1. Prepare Ballot papers containing only the names of all the candidates nominated for the position.
- 28.2. Instruct members voting to place a mark next to the name of the candidate of their choice for each position.
- 28.3. Ensure that all Ballot papers are accounted for.
- 28.4. Declare a vote informal where the voter's intention is not clear on the Ballot paper.
- 28.5. Count the votes and declare the results by reading out the names of the successful candidates.
- 28.6. In the event of a tied vote for any office, it shall be resolved by lot.
- 28.7. Candidates may nominate two scrutineers and such nominations shall be in writing and forwarded to the Returning Officer by the closing date of the ballot.
- 28.8. Any candidate who is absent shall be notified in writing by the Secretary.

## 29. REGULATION 29 - DUTIES OF OFFICERS

### 29.1. THE PRESIDENT shall:

- a) Chair all National Meetings except through unavoidable absence.

- b) Guide the affairs of the Association.
- c) Prepare a report that shall be presented at the Annual General Meeting.
- d) Have the right to suspend the publication of the Association's magazine on behalf of the National Executive Council at any time for any reason, and conduct any investigation with other officers of the Association into any matter contributing to such suspension.

29.2. THE VICE-PRESIDENT shall:

- a) Generally assist the President.
- b) Promote the Associations well-being.

29.3. THE SECRETARY GENERAL shall:

- a) Keep minutes of all meetings.
- b) Keep an inventory of all equipment/property held by the Section.
- c) Ensure that all administrative matters are properly attended to and all necessary returns are submitted to the International Secretary General, as and when required.
- d) Ensure that all necessary literature is distributed to Regions, Sub-Regions and Branches.
- e) Keep a National Register of members.
- f) Issue membership identification cards.
- g) Keep all records for 5 years unless required for historical purposes.

29.4. THE ASSISTANT SECRETARY GENERAL shall:

Undertake duties as delegated by the Secretary General.

29.5. THE NATIONAL TREASURER shall:

- a) Be responsible for all financial matters of the Section.
- b) Ensure that all Regions, Sub-Regions and Branches prepare each year, a properly audited Balance Sheet and forward copies of the Balance Sheet to the National Treasurer.
- c) Present the National Balance Sheet to the National Executive Council, as per Article 8 (b) and to the Annual General Meeting.
- d) Ensure that all subscriptions and other monies received for or on behalf of the Association, be paid into an account of the Association, and give official receipts for all such monies.
- e) Re-imburse or pay any approved expenses by members on behalf of the Association, on receipt of evidence of such expenses.
- f) Retain for a minimum period of seven years, all financial records.

29.6. REGIONAL, SUB-REGIONAL AND BRANCH OFFICER shall:

Have identical duties and responsibilities as the National Officers, but where the word National appears, it shall be substituted with the word Regional, Sub-Regional or Branch respectively.

30. REGULATION 30 - DUTIES OF APPOINTED OFFICERS

30.1. THE NATIONAL EDITOR shall be responsible for:

- a) The overall standard and content of the Association's magazine in accordance with the aims and principles of the Association.
- b) Attend all meetings of the National Executive Council to report on the status of the Magazine.

30.2. THE NATIONAL TRAVEL SECRETARY shall be responsible for:

- a) Conducting any group travel for members of the Association.

- b) See that approved group visits are carried out in the proper manner, and that the organiser writes to the Associate Secretary for the country(s) visited.

30.3. THE HOBBIES BUREAU SECRETARY shall be responsible for:

- a) Contacting Sections of the Association, with a view of assisting those members who have common interests to communicate with each other on their hobby or interest.
- b) Endeavour to establish Hobby Groups within the Association and to conduct a correspondence service.

30.4. ASSOCIATE SECRETARIES shall:

- a) Endeavour to communicate with members of the Association in the country(s) to which they are appointed and to establish contacts with a view of fostering relations in accordance with the Aims and Objectives of the Association.
- b) To obtain relevant information for members travelling between such countries and to supply similar information relating to Australia.

30.5. LIAISON OFFICERS shall:

Liaise with and prepare reports for the relevant International Commissions and report to the National Executive Council.

31. REGULATION 31 - MOTIONS

- 31.1. Notices of motion shall be in the hands of the Secretary General at least 90 days before the meeting, to be distributed at least 60 days prior to the meeting.
- 31.2. Any notice of motion received from any member shall have first been accepted by the Regional Executive Committee.
- 31.3. Notice of motion may be submitted by the National Executive Bureau.

32. REGULATION 32 - REPLACEMENT OF CARDS

The cost of replacing membership cards shall be as determined by the National Executive Council.

33. REGULATION 33 - AGENDA

Items for the Agenda of the National Executive Council Meeting, shall reach the Secretary General no less than ninety (90) days prior to that meeting together with sufficient reason and background information to enable proper consideration of the items at Regional level.

34. REGULATION 34 - REPORTS

Delegates, and all appointed officers shall forward their yearly reports in writing to the Secretary General at least thirty days prior to the Annual General Meeting.

35. REGULATION 35 - GENERAL

- 35.1. Any member travelling overseas and wishing to take part in any Association activities shall be fully financial for the entire period of absence. The members shall have been a member for no less than six months prior to departure.
- 35.2. Assistance shall not be given to any un-financial member of the Association.

36. REGULATION 36 - ENTRY INTO FORCE

These regulations are effective as and from the eleventh day of October in the year two thousand and three. Given under my hand on behalf of the National Executive Council of the Australian Section of the International Police Association.

Steve PIERCE  
President

# STANDING ORDERS

1. These Standing Orders shall be applicable to all authorised meetings of the Australian Section of the Association.
2. CONDUCT OF MEETINGS
  - 2.1. Only members of the Association shall attend any official meeting of the Australian Section, unless prior approval is granted by the Chairman of the meeting concerned. Any such attendance must be recorded in the minutes of the meeting.
  - 2.2. Annual General Meetings and General Meetings shall not be held 'In Camera'.
  - 2.3. The President shall have the right to expel any member from any meeting of the Association for improper conduct.
  - 2.4. These Standing Orders shall be applicable to all general meetings and committee meetings and, as far as appropriate, to meetings of sub-committees, and shall be construed subject to the Constitution.
  - 2.5. Meetings shall, subject to the presence of a quorum, start at the time set out on the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
  - 2.6. If no quorum is present within 30 minutes of the starting time set out on the notice, the meeting shall lapse, and subject to any resolution previously passed, the President shall fix the time of the next meeting. All business on the agenda of the lapsed meeting shall be included on the agenda of the next meeting and shall take precedence over new business.
  - 2.7. Any member desiring to speak at general meetings or in the Committee of the Whole shall rise in his or her place and when called upon by the Chair shall address the Chair. If two or more members rise simultaneously, the Chair shall call upon the member who first caught the eye of the Chair.
  - 2.8. When the Chair rises to speak any member standing shall sit down.
  - 2.9. Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for want of a seconder shall not be recorded in the minutes.
  - 2.10. A motion or amendment before the Chair shall not be withdrawn except by its mover and by leave of the meeting. No motion shall be withdrawn while any amendment is under discussion or after any amendment has been adopted.
  - 2.11. The proposer of any motion or amendment shall submit it in writing.
  - 2.12. A motion or amendment before the Chair may be reworded by the mover subject to leave of the meeting.
  - 2.13. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
  - 2.14. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve the right to speak to it subsequently.
  - 2.15. When an amendment is before the chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the Chair has been disposed of.
  - 2.16. The Chair shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of the seconder to speak immediately after the mover. If two consecutive speakers have both argued for and against a motion or an amendment, and there is no member wishing to argue the opposite view, or, in the case of a motion, to move an amendment, the motion or the amendment shall (subject, in the case of a motion, to the mover's right of reply) be put without further debate.
  - 2.17. Any member may raise a point of order, which shall take precedence over all other business, and which shall be open to discussion. The point must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a point of order.
  - 2.18. Any member disagreeing with the Chair's ruling on a point of order may move dissent. The Chair shall then vacate the chair and such motion shall be put forthwith without debate.
  - 2.19. On an equality of voting, the Chair shall declare the question resolved as to maintain the status quo.
  - 2.20. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move 'That the question be now put', which motion, if accepted by the Chair, shall be put without amendment or debate. The Chair shall have absolute discretion to accept or refuse the motion. The Chair may also personally put the question if the Chair feels that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.
  - 2.21. A member may at any time move, 'That the speaker be no longer heard' or 'That the speaker be heard for a further limited period only'. Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
  - 2.22. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, 'That the question be not now put'. This motion shall be open to debate, and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject to the mover's right of reply. The motion may be foreshadowed while an amendment is before the Chair, but in no case shall it be put till all amendments have been disposed of.
  - 2.23. A member may move, 'That debate (or meeting) be now adjourned'. Discussion shall be in order, but only amendments as to time and/or place shall be permitted. The motion shall take precedence over other business before the chair except points of order and personal explanations.
  - 2.24. A general meeting may at any time during the discussion of a motion or an amendment resolve itself into a Committee of the Whole.
  - 2.25. Standing Orders one to twentyfour or any of them may be suspended by a majority of those present. A motion to this effect shall be open to debate.
  - 2.26. No member shall reflect on the vote of a meeting, except on a motion for the rescission of any resolution previously adopted. No member shall reflect on a Clause of the Constitution or a Standing Order, except on a motion (of which due notice was given) to amend or repeal such Clause or Order.
  - 2.27. Notwithstanding anything hereinbefore contained, any decision made by a validly-constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision had been made.
  - 2.28. Any matters not dealt with in the above Standing Orders shall be governed by the principles set out in 'Guide for Meetings and Organisations' by N.E. Renton.
3. ENTRY INTO FORCE

These Standing Orders are effective as and from the eleventh day of October in the year of two thousand and three.  
Given under my hand on behalf of the National Executive Council of the Australian Section of the International Police Association.

Steve PIERCE - President