



**AUSTRALIAN AMERICAN ASSOCIATION
(WA DIVISION) INCORPORATED**

**PURPOSE AND RULES FOR THE
MEMBERSHIP RECOGNITION COMMITTEE**

(Draft Format Endorsed by Executive Council 26 February 2009)



A PURPOSE OF THE MEMBERSHIP RECOGNITION COMMITTEE

The Membership Recognition Committee (MRC) was formed on 26 February 2009 by authority of the Australian American Association, WA Division, Inc. Executive Council in accordance with Clause 15 a) of The Constitution, Registration Number A0802521Y, dated 1st August 1983 as amended, to operate under the properly constituted Corporate Body.

The purpose for the Membership Recognition Committee is to prepare guidelines for the members of the WA Division to be considered for and to receive recognition for long service, deed of significance or special achievements that assist with the objectives of the WA Division and in support of the elected Executive Council.

The Membership Recognition Committee is to continue at the discretion of the Executive Council, which may dissolve it at any time, as provided for under Clause 15 a) of the Constitution.

The purposes of the Membership Recognition Committee, through the Executive Council, are:-

- a) to promote and advance the aims and objectives of the WA Division through membership recognition;
- b) to assist at WA Division Executive Council to maintain consistency in conferring of recognition;
- c) to provide guidance in the conferring of the following areas of recognition:-
 - i) Maintain standards for the issue of Membership Certificates.
 - ii) Provide a process for issue of Certificates of Recognition to include, but not be limited to, Long Service, Deed of Significance or other Special Achievement deemed worthy of recognition.
 - iii) Establish criteria for conferral and issue of Life Membership.
 - iv) Establish a premier award for the WA Division to be the Joan Dowson Medal to include, but not be limited to, duration of time served, offices held, special achievements or accomplishments, service related to the WA Division or the Federation of AAA, personal qualities or any other relevant matter considered worthy of recognition.

It is envisaged the process for conferring member recognition will be as follows:-

- i) Recommendations initiated by Executive Council
- ii) Recommendation evaluated by Membership Recognition Committee, based on the agreed criteria, whose decision on that basis is final unless more information is provided. For example, NO – does not meet the agreed criteria or DEFER – means more information required, should end the matter for the MRC and the recommendation is returned to Executive Council, YES – returns to Executive Council.
- iii) Executive Council confers the recommended recognition.

B RULES OF THE MEMBERSHIP RECOGNITION COMMITTEE

- 1(a) The Membership Recognition Committee of the WA Division is to comprise eminent impartial citizens from the Western Australian community to be approved by Executive Council and one of these may at the discretion of the Executive Council be designated as the Chair. However, the President of the WA Division is an ex officio member of the Membership Recognition Committee and may choose to Chair the Membership Recognition Committee or provide an Executive Councillor to Chair the Membership Recognition Committee in his stead.
 - (b) However, it is a condition that any member appointed to the Membership Recognition Committee will be at least an honorary member of the WA Division for the duration of their appointment.
- 2 (a) Nominations for the election of Membership Recognition Committee members will be in writing, signed by the candidate and endorsed, as proposer, by the President following a majority vote by the Executive Council.
 - (b) The Executive Council at its discretion may seek references to verify or support any nominations presented.



3. Except during any period in which the Executive Council may be in recess, Membership Recognition Committee meetings shall be held, as required, but not expected to be more than monthly. Such meetings are to be scheduled to be prior to the next Executive Council Meeting.
4. The Membership Recognition Committee is not authorized to open or retain any bank accounts, but is to conduct all or any finance transactions through the Executive Council. The Treasurer for Executive Council is to keep all or any monies visible and identifiable within the established WA Division accounts.
- 5(a) All monies received from any sponsors that may from time to time wish to support membership recognition will be promptly deposited with the Treasurer. Withdrawals there from will be by cheque signed by the Treasurer and will be counter-signed by the President or Secretary of the WA Division or by another person, as prescribed by Clause 17 c) of The Constitution.
- (b) All funds raised by donation from sponsors or otherwise in the hands of the Membership Recognition Committee are, at all times, the property of the WA Division.
- 6 A proper record of all receipts and payments relating to the Membership Recognition Committee will be kept by the Treasurer and a summary thereof recorded. A summarized statement of receipts and payments for each month is to be submitted to the Executive Council at its normal monthly meetings. Such statements must be consistent with funds deposited or withdrawn from the WA Division’s bank or building society account (s).
- 7(a) The Membership Recognition Committee will cause to be prepared reports relating to all its activities (including financial matters), such reports to be submitted to the next meeting of the Executive Council by the Executive Councillor appointed to represent or Chair the Membership Recognition Committee.
- (b) In the unlikely event that the Chair or other Executive Council representative is unavailable a Membership Recognition Committee member, who is acceptable to the Executive Council, may be permitted to join an Executive Council meeting for the purposes of presenting a Membership Recognition Committee report. This permission is to be on a meeting by meeting basis and not regarded as being automatic. If for any reason the Membership Recognition Committee member is permitted to stay for the duration of the Executive Council meeting the Membership Recognition Committee member, unless an elected member of Executive Council in his or her own right, will not have a vote on any matters before the Executive Council.
8. The Membership Recognition Committee may not use the name or the logo of the Australian American Association WA Division Inc. unless specifically authorized in writing by the Executive Council and signed by the President and only then in respect to activities conforming strictly to the purposes set out above and as approved by the Executive Council.
9. The Membership Recognition Committee must, at all times, operate in terms of the WA Division’s Constitution, as amended.
10. The Executive Council may, by a simple majority vote at a properly constituted meeting thereof, dissolve the Membership Recognition Committee at any time.
11. These Rules are signed by the WA Division President on behalf of the Executive Council.

Terry Spiro

26Feb09

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Chair

Date