



AUSTRALIAN AMERICAN ASSOCIATION

(WA DIVISION) INCORPORATED

PURPOSE AND RULES

FOR THE

ENDEAVOUR GROUP

(Endorsed by Executive Council 28 May 2009)



A PURPOSE OF THE ENDEAVOUR GROUP

The Endeavour Group was reformed in 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 Endeavour Group is to allow the existing “junior” members of the WA Division together with newly recruited younger members from the Western Australia community, from 18 to 25 years (as may be amended), to join the WA Division in a special grade of membership and to operate in conjunction with the elected Executive Council.

The Endeavour Group 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 Endeavour Group, through the Executive Council, are:-

- a) to promote and advance the aims and objectives of the WA Division;
- b) to assist at WA Division functions and support as requested;
- c) to raise money for the WA Division by conducting:
 - i) Meetings for the younger members of the WA Division, as approved by Executive Council.
 - ii) Functions or activities for the benefit of all members of the WA Division generally as are approved, or requested, by the Executive Council.

B RULES OF THE ENDEAVOUR GROUP

- 1(a) The Endeavour Group of the WA Division is to comprise two duly elected Executive Councillors, approved by Executive Council, who will represent the Endeavour Group on Executive Council and one of these two may at the discretion of the Executive Council be designated as the Chair. If thought appropriate Executive Council may allow up to eight other young members, who are approved to hold Endeavour Group membership, to be part of a special subcommittee. All of whom will be appointed at the discretion of the Executive Council.
 - (b) None of the eight subcommittee members is to hold office within the Executive Council or the WA Division and not to present themselves at any time or at any function as having authority to represent the WA Division unless they have written permission from the President to do so.
- 2 (a) Nominations for the election of subcommittee members to the Endeavour Group will be in writing, signed by the candidate and endorsed, as proposer, by a member of Executive Council.
 - (b) Only financial members will be eligible for nomination and appointment to the Endeavour Sub Committee.
3. Except during any period in which the Endeavour Group may be in recess, subcommittee meetings shall be held no more than monthly. Such meetings are to be scheduled to be prior to the next Executive Council Meeting.
4. The Endeavour Group 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 Endeavour Group monies visible and identifiable within the established WA Division accounts.
- 5(a) All monies received from any function or activity of the Endeavour Group will be promptly deposited with the Treasurer. Withdrawals there from will be by cheque signed by the Treasurer or, in his absence, a Council member appointed by the Executive Council, 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, or in the hands of the Endeavour Group are, at all times, the property of the WA Division.



- 6(a) To cater for small day to day requirements, an Impressed Account advance of \$100 may be made available to the Endeavour Group by Executive Council. A complete record of disbursements showing date, to whom paid, purpose and amount will be maintained. This record, together with receipts, signed statements, and such other explanations as the WA Division's Treasurer may seek, will be required before re-imbusement of the Impressed Account is approved by Executive Council.
- (b) Unless otherwise directed the WA Division Reimbursement Requisition and /or Payment form is to be used.
- 7(a) A proper record of all receipts and payments 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. Also, in respect of each function or activity undertaken, a statement will be prepared and submitted to the Executive Council showing full details of all receipts, expenditure, and the resultant profit or loss. Such statements must be consistent with funds deposited or withdrawn from the WA Division's bank or building society account (s).
- (b) Unless otherwise directed the WA Division Function Cost and/or Report Sheet is to be used.
- 8(a) The Endeavour Group 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 Endeavour Group.
- (b) In the unlikely event that the Chair or other Executive Council Endeavour Group representative is unavailable a subcommittee member, who is acceptable to the Executive Council may be permitted to join the meeting for the purposes of presenting the Endeavour Group report. This permission is to be on a meeting by meeting basis and not regarded as being automatic. If for any reason the subcommittee member is permitted to stay for the duration of the Executive Council meeting the subcommittee member, unless an elected member of Executive Council in his or her own right and will not have a vote on any matters before the Executive Council.
11. The Endeavour Group may not use the name 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.
12. Funds raised by the Endeavour Group may not be distributed to charities or other bodies without the prior approval of the Executive Council in writing and signed by the President.
13. Expenditure associated with any function or activity is restricted to necessary outgoings unless the prior approval of the Executive Council has been obtained.
14. The Endeavour Group must, at all times, operate in terms of the WA Division's Constitution, as amended.
15. The Executive Council may, by a simple majority vote at a properly constituted meeting thereof, dissolve the Endeavour Group at any time.
16. These Rules are signed by the WA Division, President and Secretary, on behalf of the Executive Council.

Terry Spiro

28 May 2009

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President and Secretary

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Date