



BY-LAW 1 – ADMINISTRATION ROLES AND RESPONSIBILITIES

Adopted 23 May 2018

1. Federal matters are the responsibility of Federal Council.
2. If a State Council or Branch wishes to take up a matter covered by Federal policy, any letter or submission must be sent to the Federal Secretary seeking endorsement by Federal Council. If it is not at variance with Federal Policy, it will be endorsed.
3. A Federal matter, which is taken up by a State Council but is considered by the Federal Secretary after consultation with the President and Vice President, to be at variance with Federal Policy, would come before the next meeting of the Federal Council. If it is considered within the intent of Federal Policy, it will be endorsed.
4. Matters which Federal Council considers are not covered by existing Federal Policy may be dealt with in the following manner:
 - (a) Federal Council may endorse the letter of submission and then seek to have the new policy ratified at the next Federal Conference; or
 - (b) Federal Council may refer the matter to the next Federal Conference in either the name of the State or conjointly in the names of both the State and Federal Councils; or
 - (c) Federal Council may reject the request for endorsement from the State Council and inform that Council which could then submit the matter to the next Federal Conference.
5. All State issues may be dealt with directly by the State Council. If it so wishes a State Council may seek support from the Federal Council.
6. Federal Council may appoint a financial member to undertake a specific task, which the Association considers necessary and desirable.