

By-Laws for JAA State Branches and Industry Sectors

1. JAA STATE BRANCH/INDUSTRY SECTOR COMMITTEES

1. A JAA State Branch/Industry Sector Committee shall consist of not less than three or more than ten members elected by the members of the State Branch/Industry Sector annually at a State Branch/Industry Sector annual members' meeting.
2. The role of the JAA State Branch/Industry Sector Committee is to further the aims of the JAA in that State Branch/Industry Sector in accordance with the policies and directives of the JAA Board.
3. A JAA State Branch/Industry Sector Committee shall:
 - a. Annually prepare and conduct in their State Branch/Industry Sector, a programme of activities to promote the aims of the JAA, promote the jewellery industry, communicate with the JAA Members in that State Branch/Industry Sector and actively recruit new members to the JAA in that State Branch/Industry Sector.
 - b. Prepare for consideration by the JAA Board an income and expenditure budget based on this programme of activities. **It is expected that, wherever possible these will be conducted on a cost recovery basis and where ever possible raise revenue for the JAA.**
 - c. Control income and expenditure on these State Branch/Industry Sector activities to ensure that, wherever possible, the JAA State Branch/Industry Sector budgets approved by the JAA Board are complied with.
 - d. Provide advice to the JAA Director from that State Branch/Industry Sector on matters pertaining to that State Branch/Industry Sector.
 - e. Establish sub-committees whenever deemed necessary.
 - f. Liaise with other industry bodies within that State Branch/Industry Sector.
 - g. Carry out such other duties, as the JAA Board shall from time to time request.
 - h. Meet at least 4 times per annum either via a telephone conference or in person.

2. BRANCH/SECTOR ANNUAL MEMBERS' MEETING

1. Each JAA State Branch/Industry Sector must hold an annual meeting of members of that State Branch/Industry Sector at least 28 days prior to the JAA Annual General Meeting.
2. The business of JAA State Branch/Industry Sector annual members' meeting shall be:
 - Receive a report from the State Branch/Industry Sector chairperson on the activities of the State Branch/Industry Sector in the previous year.
 - To elect the JAA State Branch/Industry sector Committee.
 - To deal with such other business as may be brought before the meeting.
3. Notice of the holding of the State Branch/Industry Sector annual members' meeting shall be given in writing to all members within that State Branch/Industry Sector 21 days prior to the date of the meeting.
4. All members present in person or by proxy shall be entitled to vote for the election of the JAA State Branch/Industry Sector Committee.

5. The rules relating to proxies and the holding of elections shall be as set out in the JAA Constitution.
6. The JAA Board shall appoint the first Industry Sector Committees. Those appointed to the first Industry Sector Committees shall hold office until a replacement committee is properly elected at the first Industry Sector annual members' meetings.
7. JAA State Branch/Industry Sector Committee members elected on or after the first annual members' meeting shall be entitled to hold office for a period of two years.
8. At each JAA State Branch/Industry Sector annual members' meeting one-half of the committee members shall retire from office. A retiring committee member shall be eligible for re-election.
9. The committee members to retire in each year shall be those who have been longest in office since their last election but in the case of persons who became committee members on the same day, those to retire shall, unless otherwise agreed among themselves, be determined by lot.
10. Candidates for election to the JAA State Branch/Industry Sector Committee must be General Members and may not be the paid employee of any another industry association representing sector interests in the Australian jewellery and timepieces industry.

3. JAA STATE BRANCH/INDUSTRY SECTOR COMMITTEE MEETINGS

1. At its first meeting following the annual State Branch members' meeting each State Branch/Industry Sector Committee shall elect from among their number a Chair, a Vice Chair and a Treasurer.
2. In every year in which an election is scheduled to be held for the JAA Board the State Branch/Industry Sector Committee will also elect one of their number to be the State Branch/Industry Sector nominee for election as a JAA Director at the JAA's AGM. The State Branch/Industry Sector Committee must follow the nomination process set out in clause 3.5 of the JAA Constitution. The nominee, if elected, will hold this position as Director for the term set out in clause 8.5 of the JAA Constitution unless they resign or are removed earlier in accordance with the JAA Constitution.
3. Candidates for any of the above positions may not hold a position on the executive of any other association representing a sector of the Australian jewellery industry.
4. Should a vacancy arise on a JAA State Branch/Industry Sector Committee the relevant Committee may approach a General Member to fill that casual vacancy. Persons elected to fill a casual vacancy will hold office until the next election.

4. DEFINITIONS AND INTERPRETATION

1. **JAA** means the Jewellers Association of Australia Limited (ACN 000 024 162).
2. Capitalised terms not defined in these By-Laws have the same meaning prescribed to them in the JAA Constitution.
3. Any disputes in relation to the interpretation or administration of these By-Laws shall be unequivocally resolved by the JAA Board.
4. The JAA Board reserves the right to amend these By-Laws at any time.