	SAAA POLICIES & PROCEDURES	
	Reference / Name	MGT 1.1.01-000 The Act, The Rules and Documentary Precedence.docm
	Revision No	0
	Revision Date	07 - 04 - 2017
	Owner	MCG

Purpose

To ensure all persons engaged with the SAAA as Members or otherwise are aware of and understand the legal basis for defining the way in which SAAA operates.

Scope

Description of the legal instruments and their precedence in respect of each other and any policies, procedures, guidelines, manuals or similar established by SAAA

Prerequisites


- a. Legal instruments
 - i. The Act - the Associations Incorporation Reform Act 2012 or equivalent prevailing
 - ii. The Rules – under section 46 of the Associations Incorporation Reform Act 2012, the prevailing Rules constitute the terms of a contract between the Association and its Members. (The Rules are often referred to as The Constitution)
- b. Documents of the SAAA – policies & procedures, guidelines, manuals or similar established by SAAA

Responsibilities

- a. Ensure that SAAA and its Members act in accordance with the legal instruments – Office Bearers
- b. Act in accordance with the legal instruments – all Members of the SAAA and others engaged by SAAA
- c. Notification to SAAA Members and others engaged by SAAA of changes to the legal instruments – the Administration Support Service Provider (Office) through the Hon. Secretary (SEC)

Procedure

1. On the introduction of a new Member to the SAAA, the new Member must within the “New Member Pack”, or as this might otherwise be known, be informed of the existence of and reference to the prevailing legal instruments (the Act and the Rules).
2. On the appointment of a National Councillor, technical or administrative support advisor or service provider, the appointee or senior authorised representative of an appointed service provider must execute an acknowledgement that they have received, read and understood the prevailing legal instruments.

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3. For the avoidance of doubt, precedence of the legal instruments and the documents of the SAAA shall be in the order:
- a. The Act
 - b. The Rules
 - c. The Policies and Procedures of the SAAA
 - d. Other documents in the form of guidelines, manuals or similar established by SAAA and precedence inter alia recorded in this group of documents

References

1. The Associations Incorporation Reform Act 2012 or equivalent prevailing
2. The Rules of the Association prevailing ("The Constitution")

Definitions

Acronym or Terminology	Concise definition or meaning
Office	Prevailing Admin Support Service Provider
Office Bearers	Prevailing appointed President, Vice President, Hon. Treasurer and Hon. Secretary of the SAAA
Rules	The (prevailing) Rules for The Sport Aircraft Association of Australia (A0046510Z)