

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED



QBLAI PROCEDURES BRANCH RULES

ABN 67 047 589 753
Incorporated Association No. 1478
Updated June 2019



QBLAI PROCEDURES

BRANCH RULES

Contents

2.1	Introduction.....	1
2.2	QBLAI Procedures – Branch Rules	1
2.3	Branch Name	1
2.4	Branch Coordinator	1
2.5	President.....	2
2.6	Secretary.....	3
2.7	Treasurer	3
2.8	Inaugural Branch Committee	4
2.9	Branch Committee General Conditions.....	4
2.10	Committee Meetings.....	5
2.11	Meeting Procedure.....	6
2.12	Minutes Template	6
2.13	Annual General Meeting	7
2.14	Voting Rights.....	8
2.15	Election of Committee Members	8
2.16	Termination of Position on Branch Committee	9
2.17	Powers	9
2.18	General	9
2.19	Volunteers & Blue Card Requirements	10
2.20	Volunteer Blue Card Application Form.....	11
2.29	Suspended or Inactive Branches	12
2.30	Disaffiliation or Winding Up	12
2.31	Disaffiliation Procedure.....	13



2. BRANCH RULES

QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED

Effective as at 1 June 1997

2.1 Introduction

It is hereby declared by the Board of the Queensland Blue Light Association Incorporated that as from the date hereof, the rules set forth in the first schedule here to shall apply to each of the Branches presently or hereafter established which shall at all times be managed, controlled and supervised in accordance with such rules and such directions as the Board may think fit to give in that behalf provided that the Board members hereby reserve the right from time to time to make, vary and repeal such rules or any of them and that all previous rules are repealed.

These Branch Rules are to be read in conjunction with the Queensland Blue Light Association Incorporated Constitution and are not to be read in conflict.

**THE FIRST SCHEDULE HEREIN BEFORE REFERRED TO
RULES FOR THE MANAGEMENT, CONTROL AND SUPERVISION OF BRANCHES OF THE ASSOCIATION NOW
EXISTING OR HEREAFTER ESTABLISHED**

Failure to comply with the Constitution and/ or any of the Branch Rules may result in disaffiliation from the Queensland Blue Light Association Incorporated and the transfer of surplus monies into a trust account until such time as the Constitution and or Branch Rules are complied with.

2.2 QBLAI Procedures – Branch Rules

The State Coordinator / Administrator shall maintain the Procedures Documents which will set out the procedures to be followed by Branch committees when executing the Branch Rules. All rules & procedures contained in this document are to be complied with. All documents pertaining to the rules, procedures, and policies of QBLAI are available on the Association website and are available for viewing by Committee Members at any time. Pertinent procedures documents can be downloaded and printed for offline reference.

2.3 Branch Name

The name of the branch shall be:

Queensland Blue Light Association Incorporated - Branch.

2.4 Branch Coordinator

2.4.1 The Branch Coordinator shall be a serving member of the Queensland Police Service and shall be elected to this position.

2.4.2 The Branch Coordinator shall be a member of the Branch Committee and all other committees within his Branch and may also hold the position of President.

2.4.3 The Branch Coordinator of each affiliated branch of the Association will be responsible for the overall administration and activities of the Branch. The Branch Coordinator may delegate some duties to other



committee members or volunteers, however, remains responsible for ensuring the Branch functions within the rules, regulations, policies and procedures of the Association and its Constitution. Some of these responsibilities include:

- (a) Maintaining contact between the Branch Committee, State Office and the State Board.
- (b) Ensuring that correspondence and information from State Office is passed on to the Branch Committee.
- (c) Informing State Office of the date, venue and time of any Blue Light activity to be conducted by the branch of the Incorporated Association prior to its being held. (BL6) Changes & updates can be advised via email.
- (d) At the completion of each activity, shall advise State Office as to the total number of patrons and expenses associated with the holding of the activity as soon as practicable. (BL2 & BL3)
- (e) Even if there is no activity for the month, a BL1 Monthly report still needs to be submitted, with a copy of the Branch's bank statement. This report would normally be filled out by the Branch Treasurer, however it is still the Coordinator's responsibility to ensure it is done.
- (f) Completing a BL19 Monthly Activities Summary and forwarding to State Office within one week of the end of the month. This form must be signed by the Branch Coordinator or President.

2.5 President

The role of President/Chairperson of a Blue Light Branch is a very important and rewarding one. The President is usually seen as the "figurehead" of the Branch, and for this reason, the President must have a good knowledge of the aims and objectives of the Association, as well as the aims of his/her particular Branch.

One of the most important duties of the President/Chairperson, is to ensure the correct running of the Branch meetings. The President/Chairperson's duties with regard to meetings are:

- (a) To ensure that the meeting is properly convened in accordance with the Association Branch Rules and Constitution (e.g. that a quorum is present etc.)
- (b) That the agenda is prepared and circulated by the Secretary, setting out the business to be considered.
- (c) Allow adequate opportunity for members to speak.
- (d) Ensure that control of the meeting is maintained.
- (e) To act impartially and ensure that the discretionary powers are used in the Branch's best interests.
- (f) At the end of each meeting to summarise the decisions made by the meeting and tasks to be performed and ensure that everyone leaves with a clear idea of what has happened.

There are legal aspects that must be considered by the President/Chairperson:

- (a) The Chairperson is required to sign the minutes of a meeting as the true record of the proceedings of that meeting. This is to be done after being confirmed as true and correct at the next meeting.
- (b) Because of the legal status of the minutes, the Freedom of Information Act, and the liability to subpoena in court cases, the chairperson must take great care with this duty.



As mentioned earlier, the position of President is seen as the figurehead of the Branch. Therefore, it is usual protocol for the President to deal with any 'official' duties which may need to be carried out, unless delegated to another committee member.

2.6 Secretary

The Branch Secretary has the following responsibilities:

- (a) To distribute to all committee members, the agenda, and attachments for the next meeting, at least 14 days prior. Discuss the agenda with the President/Chairperson prior to emailing or posting it (It is recommended that the minutes of the previous meeting, and if possible, the financial report, be forwarded with the agenda, allowing members to read them prior to the meeting.)
- (b) To take the minutes of meetings. The Secretary may take these minutes however he/she wants to, but they must then be transcribed into a form which is easily understood and is an accurate account of what occurred at the meeting.
- (c) Keep the attendance book up to date.
- (d) Prepare all correspondence for the meeting and have on hand in the event of any queries.
- (e) To prepare any outgoing correspondence, whether signed by the Secretary or the President.
- (f) Arrange refreshments etc for the meeting.
- (g) If necessary, the Secretary may delegate some of his/her duties to other members of the committee.
- (h) To ensure that BL forms are completed and forwarded to State Office or filed as per the document BL Forms Guide which can be downloaded from the website www.bluelightqld.org.

2.7 Treasurer

The Branch Treasurer has the responsibility of attending to, documenting, and preparing statements regarding the financial activity of the Branch. A guide to the Treasurers duties and filling out of forms is detailed in Example Branch Activities & Reports. This can be downloaded from the website www.bluelightqld.org.

The Treasurer's responsibilities include:

- (a) The Branch Treasurer shall cause proper books of accounts and/or records to be kept in order to comply with the provisions of the Constitution and applicable laws.
- (b) Preparing the financial report for Branch meetings.
- (c) Ensure that BL forms are completed correctly as per the BL Forms Guide and Example Branch Activities and Reports.
- (d) The ordering of admission tickets as necessary.
- (e) Ensuring the security of any cash handled and the accurate recording and banking



- (f) The accounts, books, documents, vouchers, floats and records of the Branch shall be kept in a safe place and shall always be open to inspection by the Branch Coordinator, State Coordinator, State Administrator, Board Members or any other Officer as authorised by the Board.
- (g) Preparing for payment of invoices, and ensuring all outstanding invoices are paid within the period specified.
- (h) Books of accounts shall be audited by a qualified accountant or under special circumstances, a person authorised by the Board.
- (i) Upon disaffiliation, all records pertaining to a Branch are to be forwarded to the State Office.

2.8 Inaugural Branch Committee

- 2.8.1** Each Branch Committee of Blue Light shall be elected at an Inaugural General Meeting with no less than five (5) interested persons in attendance, including serving Police Officers. It will be the duty of the elected Secretary of the Committee to keep the minutes of the meeting and the names of all persons in attendance. It will also be the duty of the Secretary to supply the following details to State Office, Queensland Blue Light Association Incorporated (PO Box 121, Acacia Ridge, Qld, 4110).
- 2.8.2** Acceptance of the Committee's application for affiliation is required prior to holding of the first activity. Special dispensation may be given by State Office to hold a trial event prior to Affiliation. It is imperative that permission is sought PRIOR to holding any event in order for the Association's Public Liability Insurance to be in effect.
- 2.8.3** A copy of the minutes seeking affiliation with the Queensland Blue Light Association Incorporated to include acceptance in full of Branch Rules and financial accountability. These minutes will be assessed by State Office to ensure all requirements have been met. Written notice of such approval will be forwarded to the Branch Coordinator.
- 2.8.4** Names, addresses and telephone numbers of elected committee members, and details of what community service organisation, if any, they represent. (BL5)
- 2.8.5** The time, date, location, cost and planned frequency of activities. (BL6)

2.9 Branch Committee General Conditions

- 2.9.1** The Coordinator and President of the Committee must be serving Police Officers in the State of Queensland as per Clause 2.14.2(b) of the Constitution. These positions may be held by the same person.
- 2.9.2** The Branch Committee shall consist of Branch Coordinator, President, Secretary, Treasurer and such number of other members as elected at any Annual General Meeting.
- 2.9.3** The total number of members and executive members of a Branch committee shall be no less than 5 and no more than 15.
- 2.9.4** An executive member of a Branch committee may hold two positions on that executive. The executive of a Branch committee must consist of at least 3 persons.
- 2.9.5** Election of Officers to the Branch Committee shall be conducted at the Branch Annual General Meeting.
- 2.9.6** At all meetings including General Meetings, the President shall preside and if not present the Meeting shall appoint a Chairperson.



2.9.7 Quorum at all meetings of the Branch Committee shall be half of the total number of committee members, plus one.

2.9.8 In the event of a tied vote, the President of the Branch shall have a second deliberate or casting vote.

2.10 Committee Meetings

2.10.1 All affiliated Blue Light Committees shall hold regular meetings and the business so transacted must include :

- (a) Apologies
- (b) Receipt of previous minutes
- (c) Matters arising
- (d) Correspondence – Inwards and Outwards
- (e) Financial Report – ratification of all accounts paid
- (f) General Business

2.10.2 The following records will be kept by the Branch secretary:

- (a) Minutes book
- (b) Attendance register
- (c) Certified minutes register

2.10.3 The maximum prescribed period between the holding of meetings shall be three (3) months.

- (a) A special meeting of the Branch committee may be convened by the Branch Coordinator, State Coordinator, or Association Board of Directors.
- (b) A special meeting of the Branch committee shall be convened by the Branch Coordinator or by written direction of the State Coordinator, or Board of Directors.
- (c) Such special meeting shall be convened within fourteen days of the receipt by the Branch Coordinator of any requisition, or direction from the State Coordinator or Board of Directors.
- (d) Not less than seven days notice will be given by the Branch Coordinator to members of the Branch committee of any special meeting, and such notice shall clearly state the nature of the business to be discussed.
- (e) All affiliated Blue Light branches shall accurately record the minutes of the meeting and forward a copy to State Office within 14 days.



2.11 Meeting Procedure

The following is the basis for the format of your Branch committee meeting. There may be a need to include items such as reports from promotions coordinator etc., and this may be done as necessary. Please ensure that a copy of these minutes is forwarded to the State office within 14 days of your meeting.

- (a) Welcome all members and guests. Declare meeting open at _____ am/pm.
- (b) Ask for any apologies from the floor and for any phoned apologies to be read.
- (c) Call for a motion for the minutes of the previous meeting to be received. (This motion must be moved and seconded by committee members who were present at that meeting).
- (d) The President to sign and date a copy of the previous minutes to verify that they are a true and correct copy.
- (e) Call for any business arising from those minutes. If there is business arising, it should be discussed, and any appropriate motions moved and seconded.
- (f) Call for a motion to adopt the minutes of the previous meeting.
- (g) Have all present read the list of inwards and outwards correspondence, and discuss any queries arising from them.
- (h) Call for a motion to receive the inwards and adopt the outwards correspondence.
- (i) Call for the Treasurer to present the financial report. Once it has been presented and discussed, call for a motion to accept the report and ratify all accounts paid.
- (j) Call on the Branch Co-ordinator to present his/her report and discuss.
- (k) Ask if any person has any items of General Business to add to the Agenda.
- (l) Go to General Business and have the items fully discussed, calling for any appropriate motions.
- (m) Set a time and date for the next meeting.
- (n) Declare meeting closed at _____ am/pm.

2.12 Minutes Template

The following is a template of the minutes of a Queensland Blue Light Association Branch. These should give you a good idea of what is required in the minutes.

MINUTES OF THE QUEENSLAND BLUE LIGHT ASSOCIATION INCORPORATED (insert Branch Name) BRANCH MEETING HELD ON (insert date) AT (insert location & address)

1. Meeting Opened

This meeting is open at _____ am.

2. Apologies

As per register.



3. Receipt of Previous Minutes

Moved: _____ Seconded: _____ that the minutes from the previous meeting dated _____ be accepted.

4. Business Arising from the Previous Minutes

(Subject)

4.1 (Details)

Moved: _____ Seconded: _____

(Subject)

4.2 (Details)

Moved: _____ Seconded: _____

5. Inwards and Outwards Correspondence

Moved: _____ Seconded: _____ that the inwards and outwards correspondence be received and endorsed.

6. Financial Report

Moved: _____ Seconded: _____ that the report be received.

7. Coordinators Report

Moved: _____ Seconded: _____ that the report be received.

8. General Business

8.1 (Subject)

(Details)

8.2 (Subject)

(Details)

DATE TIME AND LOCATION OF NEXT MEETING

__(location), __(time)__.

Meeting closed _____ am.

2.13 Annual General Meeting

2.13.1 The financial year of the Branch closes as at 31 December in each year. Books of accounts and relevant records shall be closed in accordance with directions issued each year by the Association to enable compilation of yearly accounts.

2.13.2 The Annual General Meeting of a Branch shall be held no later than 31st March of each year. Due to the sometimes lengthy time taken for audits to be completed, Branches can hold their AGM before the receipt of their audit report if necessary. The audit report must be tabled at the first General Meeting held after it is received.



2.13.3 The business of the Annual General Meeting shall be to elect officers as may be considered necessary for the adequate operation of the Branch, to consider annual reports, to elect the voting Branch Representative for the Association AGM, and appoint the Branch auditors for the current financial year.

2.13.4 The quorum for the Annual General Meeting shall be half of the total number of members of the Branch committee, plus one.

2.14 Voting Rights

2.14.1 At every Annual General Meeting of a Branch, and at all other general meetings of the Branch called in accordance with the Constitution or in accordance with these rules, the right to vote with respect to any matters before such meetings will be restricted to:

- (a) Members of the Board of the Association.
- (b) The members of the retiring Branch Committee.
- (c) Life members of the Association.
- (d) Branch Life members attached to that Branch.

2.14.2 No person shall, however, be entitled to more than one vote.

2.15 Election of Committee Members

2.15.1 At the Annual General Meeting of a Branch Committee, all positions on the Branch Committee will be declared vacant and members of the Branch Committee shall, for the time being, retire from office, but will be eligible for re-election upon nomination.

2.15.2 Any two persons shall be permitted to nominate any other person to serve as a member of a Branch Committee.

2.15.3 Such nomination will be made in writing prior to the Branch Committee Annual General Meeting (BL 11 form), and shall be received by the Branch Secretary no less than 14 days prior to the Branch Annual General Meeting.

2.15.4 Prior to retiring from office, the committee shall elect a person to chair the meeting for the duration of the elections for positions on the Branch committee

2.15.5 In the event that there is more than one nomination for an Executive position on the Branch Committee, a ballot shall be conducted to decide the holder of the position

2.15.6 In the event that the number of persons nominated to be elected as ordinary members of the Branch Committee causes the total number of members of the Branch Committee to exceed the maximum as stated in these Rules, a ballot to decide who shall hold the positions shall be held.

2.15.7 When a ballot is required with respect to any position on the Branch Committee, a secret ballot shall be conducted.

- (a) The stand-in Chairperson shall appoint two persons to conduct the secret ballot in such manner as he decides.
- (b) In the case of equal votes, the Chairperson shall have a second or casting vote.



- (c) The result of the ballot as declared by the Chairperson will be deemed to be the resolution of the meeting.
- (d) All ballot papers are to be destroyed once the decision is announced.

2.15.8 All persons nominated and elected to positions on the Branch Committee shall hold such position until the next Branch Annual General Meeting, unless a written resignation is received and accepted by the Branch Committee, or such person is removed from the committee as per the Branch Rules.

2.16 Termination of Position on Branch Committee

2.16.1 A person who holds a position, other than that of Branch Coordinator, on the Committee of a Blue Light Branch, shall cease to hold that position if:

- (a) a resignation in writing is received by the Branch secretary, or
- (b) a 2/3 majority carries a motion to remove such person from the Committee, at a fully constituted meeting.
- (c) If it is proposed to remove a Committee member from the Branch committee, such person is to be provided with details of the proposed motion, and the date and time at which it is proposed to discuss such motion.

2.17 Powers

2.17.1 The Branch Committee shall be responsible for the day to day management of the Branch.

2.17.2 The Branch Committee shall be primarily responsible to the Board for management of the Branch in accordance with the Branch Rules and Constitution of the Association.

2.17.3 Subject to the right of the Board to exercise control over the activities of the branch, the control and management thereof shall be in the hands of the Branch Committee without limiting the generality of such powers of management and control.

2.17.4 Surplus funds raised by Branch committees may be donated to youth orientated charities or worthwhile causes as per the Association's Objectives. This is capped at \$1000.00 per gift/cause/charity. Donations/transfers of funds of more than \$1000.00 must have State Office approval before taking place. If a cause does not clearly fall within the Association's guidelines, approval should be sought from the Board.

2.17.5 If a Branch of the Association is wound up, the surplus assets of that branch shall be distributed to youth orientated community organisations, or remitted to the Association for distribution at the discretion of the Board, as advised by the Board upon disaffiliation. The distribution of any surplus funds/assets may only take place after Board approval.

2.18 General

2.18.1 Each individual Blue Light Branch shall comply in all respects with the State Constitution, and any other Branch Rules formulated by the Board from time to time.

2.18.2 Each affiliated branch of the Association shall use forms and stationery as prescribed by the Board.

2.18.3 Any branch wishing to deviate from the requirements of any Branch Rule may apply to the Board in writing.



- 2.18.4** Each affiliated branch shall comply with the entire contents of the financial controls as adopted by the Board.
- 2.18.5** Each Blue Light Committee shall ensure sufficient Police Officers are present at each Blue Light activity to achieve the objects as set down by the Board.
- 2.18.7** All uniformed Police Officers in attendance at a Blue Light activity shall wear Police uniform, or the approved QBLAI Volunteer shirt.
- 2.18.8** At every Blue Light activity, at least one Police Officer shall be in attendance. In areas supported by only one Police Officer, if the Police Officer must leave the activity to attend to a Police matter, the senior Committee Member in attendance shall be in charge of the event until the Police Officer's return.
- 2.18.9** The Board, when and where necessary, shall decide what the term 'sufficient Police Officers' means.
- 2.18.10** All persons assisting at Blue Light activities shall be volunteers and Police Officers who are prepared to work in their own time.
- 2.18.11** This does not exclude the case where Police officers are rostered to assist at Blue Light activities as part of the community support shown by the Queensland Police Service.
- 2.18.12** No contracts or agreements, which may place liability onto the Association, or applications for grants of money from any source, may be entered into or applied for by any Branch committee without approval from the Board.
- 2.18.13** Branches are not Affiliated or registered for GST in their own right, and any tax invoices required must be issued by State Office.

2.19 Volunteers & Blue Card Requirements

- 2.19.1** All new Blue Light Volunteers must complete an induction with the assistance of the Branch Coordinator or other responsible person as delegated by the Branch Coordinator. Each Induction should include:
 - (a) Provision of QBLAI Volunteer Handbook with local Branch contact details completed.
 - (b) Volunteer Application Form completed and submitted to State Office. This form must include either the volunteers current Blue Card or Exemption Card number. For new applicants, the volunteer should provide the Online Account Number generated when an application for a blue card is made.
 - (c) Blue Cards or Exemption Cards must be applied for and confirmed prior to activities with children. Upon State Office receiving the volunteer application which includes the Blue Card number or the Online Account number, our office will ensure the application is processed and linked to our organisation.
 - (d) NO Card – NO Start Laws - If no Blue Card is held, the volunteer is unable to commence working with children. Notification from Blue Card Services will confirm their eligibility to commence.
 - (e) NO NEW VOLUNTEER SHOULD PERFORM ANY DUTIES WHERE CHILDREN ARE PRESENT UNTIL THEY HAVE RECEIVED A POSITIVE NOTICE.
 - (f) Code of Conduct supplied.
 - (g) Position Description supplied.
 - (h) Handling Disclosures and Suspicions of Harm Policy supplied.



- (i) Handling Disclosures and Identifying Suspicions of Harm training completed, and online Formstack assessment submitted. THIS TRAINING IS REQUIRED BY CIVILIAN VOLUNTEERS ONLY.
- (j) Access given to online Polices and Procedures, or hard copies supplied where necessary.

2.19.1 Record Keeping of Branch Volunteer Blue Card Details: It is the responsibility of the Branch Coordinator to ensure that accurate records are kept of all Branch Volunteers and their Blue Card details, including expiry date.

2.20 Volunteer Blue Card Application Form

2.20.1 Volunteer Blue Card: Any person applying for a position on a Branch Committee, or as a volunteer in any capacity, shall complete a Volunteer Blue Card Application online with Qld Government Blue Card Services.

New Blue Card Applications

- a) Register for an Online Account - [Click Here](#) or got to <https://my.bluecard.qld.gov.au/account>
- b) During the online application, you will receive an **Account Number**. Take note of this number on your QBLAI Volunteer Application form.

Note: For Exemption Cards – When asked “Are you working or volunteering with children outside your professional duties as a police officer”. Please select “YES” (as it is considered that whilst volunteering with us, you are a QBLAI Volunteer).

- c) Complete all fields in the QBLAI Volunteer Application form, ensuring the following information is present
 - All Personal Details
 - All Volunteer Emergency Contact Details
 - Either Exemption/Blue Card Number; or Online Account number is present.
 - Ensure all signatures are present, and that ID has been sighted by the Branch Coordinator.
 - Police Officer are only required to complete Section B on the QBLAI Volunteer Application.
- d) There is no charge to submit an application on behalf of a volunteer.
- e) The QBLAI volunteer application can then be submitted to State Office at admin@bluelightqld.org
- f) If a volunteer application form has NOT yet been submitted to State Office, you will be unable to finalise your online application for a Blue Card

2.20.2 Approved applicants will be issued with a Blue Card, which must be renewed every three years. The applicant's involvement in Branch activities is subject to the result of this process. (See 2.18.1).

2.20.3 Volunteers who supervise Activities in which their own children participate are still required to have a current Blue Card.

2.20.4 Police Exemption Card: Serving Police Officers must apply for an exemption card, which will remain current for the term of their service with the Qld Police.



- 2.20.5 Existing Blue Card Holders:** New Volunteers who already hold a Blue Card are required to complete a Volunteer Application form noting their Exemption/Blue Card Number; or Online Account number in order for QBLAI to link them. .
- 2.20.6 Volunteer Application Form:** All Volunteers and Committee Members must complete a Volunteer Application Form for submission to State Office. Police officers are not exempt from completing this form. Branches keep a copy for their records.
- 2.20.7 Applicant/Cardholder No Longer With Organisation Form:** State Office should be advised when a volunteer is no longer involved with Blue Light activities.

2.29 Suspended or Inactive Branches

A Branch may from time to time be Suspended. This could be for a number of reasons, however a typical example would be when a one Officer station is left unmanned while Police Officers are transferred between stations. Another reason could be the unavailability of a venue for a set period of time.

State Office will decide if a Branch is to be suspended. While Suspended, a Branch:

- (a) will hold **no** Blue Light activities or events;
- (b) will **not** conduct any meetings;
- (c) will **not** make any payments from the Branch account;
- (d) will **not** have to submit the monthly BL19 form to State office;
- (e) will still receive newsletters and other correspondence from State office.

Typically, before a Branch is Suspended, all outstanding accounts should be paid, so there should be no activity on the Bank Statement other than interest and bank charges.

Once a Branch has been suspended for 6 months or longer, the Association may decide to disaffiliate that Branch.

If the circumstances of a Suspended Branch change, and it is thought that normal Blue Light activities can resume, State Office must be contacted first.

SUSPENDED BRANCHES MAY NOT RESUME OPERATION WITHOUT CONSULTATION WITH AND APPROVAL FROM STATE OFFICE.

2.30 Disaffiliation or Winding Up

A Branch may become disaffiliated from the Association, and cease to operate for a number of reasons, including but not limited to:

- (a) Insufficient volunteer numbers to continue operation;
- (b) Insufficient attendance numbers to continue operation;
- (c) Unavailability of a serving Police Officer to act as Coordinator;
- (d) The Branch being Suspended for a period of 6 months or longer;
- (e) Noncompliance with Association Rules & Procedures;
- (f) Any other reason as determined by the Association State Board.

Typically, the decision to disaffiliate would be a joint one, after consultation with the Branch committee and State Office.



2.31 Disaffiliation Procedure

Once the decision to disaffiliate a Branch has been made, the Coordinator will receive notice in writing, and be given instructions as to the procedure to be followed. Typical instructions would be to:

- (a) Close the Branch bank account. A copy of the final statement would have to be sent to State office. Depending on the situation, the funds could either be distributed to youth groups within the local community, or sent to State office for distribution. State Office approval must be sought before ANY funds are distributed. Evidence in the form of a signed receipt would be required for any funds donated locally.
- (b) Make a list of remaining assets. These would either be donated within the local community, sent to another Blue Light Branch, or returned to State Office for distribution. State Office approval must be sought before ANY assets are distributed. Evidence in the form of a signed receipt would be required for any items donated locally.
- (c) All financial records to be sent to State office for archiving. Depending on the timing, an audit of such records may be required.
- (d) No funds or assets may be donated or distributed without prior approval from State Office.

Once the disaffiliating Branch has complied with all of State Office's instructions and requirements, the disaffiliation of that Branch is considered complete.