



REGULATIONS OF
QUEENSLAND JUSTICES ASSOCIATION

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1. CORPORATE MEMBERSHIP CATEGORIES

- i. Ratified by Board: 26th May 2013
- ii. Interpretation:-
 - A. "Corporate Member" means a member of the QJA assigned to corporate membership as provided by rule 13 (f);
 - B. "Corporate Representative" means a representative appointed pursuant to rule 4(b);
 - C. "Corporate Affiliate" means an employee of the "Corporate Member" who is privileged in accordance with rule 24 (d) (ii).
- iii. In accordance with Rule 22 (l) the categories of Corporate Membership are defined as:-

- | | |
|-------------|-----------------------------------------------------------------------------------------------|
| Category 1: | Up to 5 employees who are Justices of the Peace and/or Commissioner for Declarations. |
| Category 2: | 6 to 10 employees who are Justices of the Peace and/or Commissioner for Declarations. |
| Category 3: | 11 to 15 employees who are Justices of the Peace and/or Commissioner for Declarations. |
| Category 4: | 16 to 20 employees who are Justices of the Peace and/or Commissioner for Declarations. |
| Category 5: | 21 to 25 employees who are Justices of the Peace and/or Commissioner for Declarations. |
| Category 6: | 26 to 30 employees who are Justices of the Peace and/or Commissioner for Declarations. |
| Category 7: | Greater than 31 employees who are Justices of the Peace and/or Commissioner for Declarations. |

2. FINANCIAL DELEGATION

- i. Ratified by Board: 29th January 2018
- ii. The following decisions may only be made by the Board:
 - Expenditure for approved projects and special events, e.g. annual state conference
 - Bad debt write-off
 - Asset acquisition and disposal
 - Create/increase petty cash account
 - Credit card establishment and use
 - Staff salary packages
- iii. Unless expressly stipulated by the Board as part of an approved project, capital acquisition, grant purchase, company credit card usage or other specified approval, the spending authority per transaction of the Business Manager, President and the Board are as follows:-
 - \$0 - \$600 Business Manager
 - \$0 - \$3,000 President
 - \$3,001 - \$5,000 President, Chair of the Finance & Audit Committee and one other Director
 - \$5,001 + Full Board
- iv. The Credit card limit is \$10,000. The following sub-limits shall apply:
 - \$8,000 Business Manager
 - \$1,000 President
 - \$1,000 Director, Branch Rejuvenation Project (for travel expenses and accommodation only)
- v. There shall be five bank authorised signatories, namely the President, Vice-President, Chair of Finance & Audit Committee, one other Director and the Business Manager. Bank payment authorisations shall be initiated by the Business Manager and approved by any one of the four Board authorised signatories. All transactions shall be approved by two signatories.
- vi. These financial delegations will be reviewed annually by the Finance & Audit Committee and approved by the Board.

1. MEMBERSHIP FEES

- i. Ratified by Board: 29th January 2018
- ii. Period Applicable: 1st March 2018 – 31st December 2018
- iii. The Membership Fees are as follows: -
 - Regular Membership: \$62.00
 - Joint Membership: \$76.00
 - Concession Membership: \$48.00
- iv. Students:
 - Registered Students who enrol for the 10276NAT accredited Commissioner for Declarations or Justices of the Peace (Qualified) course provided by the QJA are entitled to a complimentary Associate Membership period of a minimum of 12 months from date of enrolment with the Student being offered an opportunity to renew at the end of their complimentary period.
 - This is not compulsory and the Student may opt-out at any time without penalty.

2. TRAINING COURSE FEES

- i. Ratified by Board: 29th January 2018
- ii. Period Applicable: 1st March 2018 – 31st December 2018
- iii. The Training Course Fees are as follows: -
 - Classroom C.Dec: \$280
 - Classroom JP(Qual): \$360
 - On-line C.Dec: \$280
 - On-Line JP(Qual): \$360
- iv. Applicants requesting enrolment in the Upgrade from C.Dec to JP(Qual) course must provide a “Statement of Attainment” from a recognised RTO for the C.Dec course to obtain Direct Credit towards the JP(Qual) course. If a Statement of Attainment has not been issued then the applicant may enrol for the Online C.Dec Assessment.
 - C.Dec Assessment only: \$50
 - Upgrade from C.Dec to JP(Qual): \$190 (non-Members)
 - Upgrade from C.Dec to JP(Qual): \$130 (Members)
- v. Payment and Rebate Schedule

	Train/Assess Payment	Branch Rebate	
Face to Face Course			
	\$50	\$50	C.Dec
	\$70	\$75	JP(Qual)
	\$30	\$25	Upgrade
Online Course			
	\$40	n/a	C.Dec
	\$50	n/a	JP(Qual)
	\$25	n/a	Upgrade
Assess only	\$20		CDec
	\$30		JP(Qual)

VERSION CONTROL TABLE

Version number	Purpose / Changes	Author	Date
1	Version 1 approved by Board.	Keith Revell	26/05/2013
1.1	Add Financial Delegation, Membership & Training Fees	Keith Revell	28/04/2014
1.2	Update Financial delegation wording. Approved by Board	Keith Revell	24/05/2014
1.3	Updated Training Course Fees for 2015	Keith Revell	28/10/14
1.4	Updated Training Course & Membership Fees for 2017	Keith Revell	21/01/17
1.5	Updated Financial Delegation, Membership Fees, Training Fees	Wendy La Macchia	04/04/2018