



**THE GRAND PRIORY OF
THE MOST VENERABLE ORDER
OF THE
HOSPITAL OF ST. JOHN OF JERUSALEM**

**RULES FOR THE NATIONAL ST. JOHN COUNCIL
OF PAPUA NEW GUINEA**

**MADE BY HIS ROYAL HIGHNESS
THE GRAND PRIOR IN PURSUANCE
OF STATUTE 19(4) OF THE STATUTES OF THE
ORDER (AS AMENDED) AND UNDER THE ST JOHN COUNCIL
INCORPORATION ACT 1976**

I TITLE

The title of the Council shall be
National St. John Council of Papua New
Guinea (hereinafter called "The Council").

2 CONSTITUTIONAL POSITION

The St. John Ambulance of Papua New Guinea (hereinafter referred to
unless the context requires otherwise as "St. John Ambulance") and

the St. John Ambulance Service shall be subject to the Council which shall have overall control of its activities provided that such control shall be exercised in conformity with the Royal Charter and the Statutes of the Order of St. John and the General Regulations of the St. John Ambulance and the St. John Ambulance Service.

3 BOUNDARIES

The jurisdiction of the Council shall extend to all parts of Papua New Guinea.

4 OBJECTS

The Objects of the Council are:—

- (i) To promote and encourage the work of St. John Ambulance and the St. John Ambulance Service in all its aspects
- (ii) To promote and encourage all works of humanity and charity for the relief of distress, suffering, sickness and danger without any distinction as to race, class or creed, and the extension of the great principles of the Order of St. John embodied in its mottoes "For the Faith" and "For the Service of Mankind".
- (iii) To tender aid to the sick and wounded in war and to promote such permanent organisation in time of peace as may be available immediately in time of emergency. Such aid shall include the provision of Technical Reserves for the Medical Services of the Papua New Guinea Defence Force.
- (iv) To promote, encourage and co ordinate contacts between the Council in Papua New Guinea and the Red Cross Society and other similar voluntary or statutory bodies.
- (v) To appoint representatives to attend any meetings or serve on any Committee in any matter in which the Council is interested.
- (vi) To raise or help in raising funds to enable the Council and the St. John Ambulance, to be self supporting

- (vii) To support and assist the activities of St. John Ambulance^{yr} through such Centre Committees as shall be established by the Council.
- (viii) To encourage:
 - (a) Instruction among the general public in the various subjects for which St. John Ambulance issues certificates.
 - (b) Certificate holders to requalify from time to time.
 - (c) Certificate holders to join the Operations Branch of the St. John Ambulance
- (ix) To receive and accept on behalf of the Order donations, endowments, gifts of money, lands, hereditaments, houses, buildings, stocks, shares, securities and other properties, movable or immovable, real or personal of whatsoever and wheresoever.
- (x) To maintain fraternal association with the Grand Priory and its Foundations, and with St. John organizations and their governing bodies elsewhere.

5 COMPOSITION OF THE COUNCIL

The Council shall be composed of:

- (a) A President
- (b) Not more than twelve other members

6 PRESIDENT

The Governor-General shall (if willing to accept the office) be the President of the Council. If he is not willing to accept then the Governor-General shall be invited by the Council to appoint a person to be President and to hold office during his pleasure.

7 CHAIRMAN

The Chairman of the Council shall be appointed by the President after consultation with the Council.

8 VICE-CHAIRMAN

Not more than two Vice-chairmen shall be appointed by the Council from among its own members. They shall be appointed for a term of three years but shall be eligible for re-appointment for successive terms.

9 MEMBERS

(a) The members of the Council shall be appointed by the President after consultation with the Chairman. They shall be appointed for a term of three years but shall be eligible for reappointment for successive terms.

(b) The Council may co-opt from time to time such persons as may assist in its deliberations but such persons shall have no power to vote.

10 HONORARY TREASURER AND SECRETARY

The Council shall elect from amongst its members an Honorary Treasurer and may appoint a Secretary and such other officials of the Council as may be required.

11 CASUAL VACANCIES

On a casual vacancy occurring for any reason: -

(1) in the office of the President, the Chairman, the Vice—Chairmen, the Secretary or the Honorary Treasurer, the vacancy shall be filled in accordance with the procedure laid down in Rules 6, 7, 8 and 10;

(ii) in the membership of the Council, the vacancy shall be filled in accordance with the procedure laid down in Rule 9.

12 PERSON TO PRESIDE AT MEETINGS

At every meeting of the Council the Chairman shall preside and in his absence one of the Vice-Chairmen shall preside. If both the Chairman and the Vice—Chairmen shall be absent the members of the Council present shall elect from among themselves a Chairman for the Meeting.

The President of the Council shall however be entitled to preside if he so elects, in preference to all others.

13 FREQUENCY OF MEETINGS AND NOTICE OF MEETINGS

The Council shall meet as often as shall be deemed necessary and at least once in every three months. For calling such meetings seven days written notice shall be given to all members of the Council and the notice shall specify the purpose or purposes for which the meeting is being called.

14 REQUISITION MEETINGS

The President or the Chairman may at any time and from time to time call, and on the written requisition of at least five members of the Council shall call, a special meeting to consider any urgent or necessary business of the Council. Any business which is stated in the Agenda approved by the President or the Chairman or is stated in the requisition of which at least seven days notice before the meeting shall have been given to the Secretary of the Council may be considered at the meeting. The President or the Chairman may allow shorter notice if in his opinion the shortening of such notice is expedient and is in the interests of the Council.

15 QUORUM

The quorum of the Council shall be five of the ordinary members. If a quorum is not present then the meeting shall be adjourned to a day, time and place fixed by the Chairman, and not less than seven days notice of such adjourned meeting shall be given to members. At the adjourned meeting those present shall form a quorum.

16 VOTING

(1) All members of the Council present shall each have one vote, and in the case of an equality of votes the person presiding at the meeting shall have a second or casting vote. All questions shall be decided by a simple majority of votes

(2) Any member having any pecuniary interest of any kind in a matter shall disclose such fact to the meeting when that matter is under discussion; he shall be precluded from voting thereon and may be asked by the Chairman to withdraw from any part of such discussion.

17 COMMITTEES

The Council shall have power to appoint such committee or committees as it shall see fit to deal with any matter and to appoint the Secretary and fix the quorum thereof.

18 MOTION MADE OUT OF SESSION

1. The Council may elect to pass an out of session motion via electronic mail (email) or other secure method of electronic distribution agreed to by the Council. The motion must be circulated for a designated period of at least five (5) days with all members being given an opportunity to peruse, discuss and agree or disagree with the motion.

2. A motion must have at least fifty per cent of the existing membership agree within the designated time period for it to be considered passed. A Member may indicate his or her agreement to the motion by replying by signing the motion or indicating agreement by electronic communication to the Chairman.

3. Where more than four (4) members disagree with a motion that has circulated out of session, the motion must either be deferred to the next meeting of the Council or an emergency session may be called by the Chairman.

19 MINUTES OF MEETINGS

The minutes of any meeting of the Council shall be recorded accurately in writing by the Secretary and shall be confirmed at the next meeting of the Council and signed by the person who presides at such meeting as Chairman. The Secretary shall be responsible for the safe custody of the minute books.

20 TRUSTEES

The Council shall have power to appoint from time to time responsible persons from among themselves to be Trustees of the Council. The number of Trustees shall not at any time exceed four and they shall hold office until they are removed or until they resign or die. The Trustees shall have vested in them all immovable properties of the Council and they shall not in any way deal with such properties without the written authority of the Council.

21 ACCOUNTS, FUNDS, AUDIT AND CHEQUES

The Council's financial year shall end on 31st December and the Honorary Treasurer shall be responsible for the preparation of a balance sheet at that date and an income and expenditure account for the year ended on that date. The accounts shall be audited by a chartered accountant and those for the immediately preceding year shall be ~submitted to the council not later than 31st March. A copy of the audited accounts shall be forwarded to the secretary-General of the Grand Priory of the Order. The Honorary Treasurer shall make such interim reports to the Council on the financial situation as he sees fit or the Council requires

The Honorary Treasurer shall cause proper books of account to be maintained and shall be immediately responsible for the safe custody of the property and funds of the Council. Cheques drawn on the Council's bank account shall be signed by the Honorary Treasurer and any one of such other members of the Council as the Council may prescribe.

22 AMENDMENT OF RULES

(1) These Rules may be added to, repealed or amended by a special resolution of Council: provided that no resolution shall be deemed to have been properly passed unless it be carried by a majority of at least two-thirds of the members of the Council and provided also that no such addition or amendment shall be inconsistent with the Royal Charter, the Statutes of the Order of St. John or the General Regulations of the St. John Ambulance and the St. John Ambulance Service

(2) Any addition, repeal or amendment of these Rules made in accordance with paragraph (1) hereof shall forthwith be notified by the Council to the Secretary-General of the Grand Priory of the Order and registered in accordance with section 5(2) of the *St John Council Incorporation Act*.

23 POWER TO MAKE STANDING ORDERS

The Council may make Standing Orders for regulating its business.

24 INTERPRETATION

In case of any doubt regarding the interpretation of these Rules or any

clause or word thereof the decision of the Council shall be final and^{yr} conclusive.

25 DATE OF OPERATION

These amended Rules shall come into force on the first of December two thousand and eighteen.

Made under our hand and the Seal of
National St. John Council of Papua
Guinea this twenty third day of November two thousand and eighteen.

Chairman

Secretary