The Bylaws of the Federal Council

®

The Gemmological Association of Australia

A.C.N. 000 106 061

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February 2018

THE BYLAWS ARE AVAILABLE TO ALL STATE ASSOCIATION MEMBERS UPON REQUEST FROM THE FEDERAL SECRETARY AND ARE TO BE USED IN CONJUNCTION WITH THE MEMORANDUM AND ARTICLES OF ASSOCIATION.

ALL FEDERAL COUNCILLORS WILL BE AUTOMATICALLY ISSUED WITH ANY UPDATES AS THEY BECOME AVAILABLE.

THESE BYLAWS SUPERSEDE ALL PREVIOUS SETS OF RESOLUTIONS OF THE FEDERAL COUNCIL OF THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA AND PREVIOUS SETS OF BYLAWS OF THE FEDERAL COUNCIL.

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Section 1: Standing Orders for the Conducting of Meetings of the GAA

1.1 Nominations for Federal Council Executive and Office Bearers

see Section 21 of the Memorandum and Articles of Association for voting procedure

1.1.1 Nominations for the position of Federal President, Federal Chair man, Federal Secretary, and Federal Treasurer shall be in the hands of the Federal Secretary one month before the Federal Council meeting held immediately prior to the Annual General Meeting or in the case of a vacant position, one month prior to the next Federal Council Meeting.

1.1.2 If no nomination for a position is received within that time it shall be proper for the Chair of the meeting to call for nominations from the floor.

1.1.3 Nominations for the positions of The Officers of the Federal Council and Chair of the Committees of the Federal Council shall be in the hands of the Federal Secretary one month before the Federal Council Meeting held immediately prior to the Annual General Meeting or in the case of a vacant position, one month prior to the next Federal Council Meeting.

1.1.4 If no nominations for a position are received within that time it shall be proper for the Chair of the meeting to call for nominations from the floor.

1.1.5 All nominations for the positions of Office Bearers, Officers of the Federal Council or Chair of a Committee of the Federal Council shall be moved and seconded by a Federal Councillor or an alternate Federal Councillor.

1.2 Convening of the Federal Council

1.2.1 On the request of at least 6 Federal Councillors or 3 MEMBERS the Federal Council shall be physically convened at a time and place specified by the Federal Chairman**.**

1.2.2 The Federal Secretary shall distribute the Agenda for a teleconference Federal Council meeting no less than 7 days prior to the meeting.

1.2.3 For a physical meeting of the Federal Council, the Federal Secretary shall give 48 days notice to the Federal Councillors of such meeting and distribute the agenda items no less than 30 days prior to the meeting.

1.2.4 On the advice of the Federal Treasurer, and with the approval of the majority of the State Division management committees it shall be

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incumbent on the State Divisions to pay for their Federal Councillors to attend a physical meeting of the Federal Council.

1.2.5 Unless requested by the Federal Council to attend and present a report, the attendance of an alternate Councillor at a physical meeting of the Federal Council shall be at the expense of the State Division.

1.2.6 The Federal Council shall be responsible for the accommodation and staging of a physical meeting.

1.2.7 Whenever it is deemed necessary, a physical meeting of the Federal Council shall be convened over a weekend.

1.2.8 The address for the Federal Council shall be:
The Gemmological Association of Australia
380-382 Spencer Street
West Melbourne VIC 3003
federal@gem.org.au

1.3 Responsibilities of the Federal Council

1.3.1 The Federal Council shall issue Course Diplomas and Certificates on the recommendations of the Board of Studies and Examinations.

1.3.2 The Federal Secretary shall ensure the timing and arrangement of any General Meeting of the Association.

1.3.3 The Federal Secretary shall ensure the timing and arrangement of any meeting of the Federal Council.

1.3.4 The Federal Secretary shall ensure that the minutes of General Meetings and the Federal Council shall be taken electronically and if deemed necessary, also by hand. The minutes will then be e-mailed by the Federal Secretary to the State Division Secretaries not later than 30 days from the ratification of the minutes by the Federal Council. If requested, a hard copy of the minutes shall be distributed.

1.3.5 The proceedings of General Meetings and Meetings of the Federal Council shall be recorded by electronic media and stored by the Archivist.

1.3.6 The Federal Secretary shall retain an electronic copy of all transcripts in their files and send, or provide access to download, electronic copies of General Meetings and meetings of the Federal Council to the Archivist.

1.3.7 All minutes of the meetings of the sub committees of the Federal Council shall be permanently recorded and sent to Federal Secretary within 30 days of the date of the meeting.

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1.3.8 The Federal Secretary shall ensure that a copy of all Federal Council minutes and reports are distributed to all Federal Councillors, Officer Bearers and Chairs of the sub-committees of the Federal Council.

1.3.9 All irreplaceable written communications which are being sent to an address which is not the **MEMBERS** address are to be scanned prior to being sent and dispatched via registered shipping.

1.3.10 It is the responsibility of the outgoing Federal Office bearers to ensure that all information and documents necessary for the smooth changeover, immediate orientation and continuity of the Federal Council be up-to-date, in order, and handed over to the incoming Federal Office bearers in an efficient manner.

1.3.11 The outgoing Federal Treasurer shall be responsible for either paying or listing all unpaid accounts that they have contracted for, in connection with the organisation and running of their final Federal Conference.

1.3.12 The WESTPAC online and cheque signatories be Federal Secretary, Federal Chairman, Federal President, Federal Treasurer and one of either (but not both) the Gem-Ed Chair or the Gem-Ed Treasurer with any two able to sign any account.

1.3.13 See Treasurer's Procedures Manual for details of correct steps for Federal and Gem-Ed to process different types of payments in accordance with ***Article 21.23***.

1.3.14 The originals of all intellectual property, current legal documents and important documents of the GAA are to be kept centrally in the Victorian Division. A register of contents is to be kept and maintained under the responsibility of the Victorian Federal Councillors and a copy of the register is to be circulated to State Divisions on request.

1.3.15 It is expected that a Federal Councillor or Alternate Federal Councillor who has been delegated a responsibility by the Federal Council shall submit a report on the progress of their responsibility at every Federal Council Meeting.

1.3.16 The Federal Administrator is to maintain a credit card for use for approved periodic purchases only as listed in Appendix T **See Appendix T**

1.4 The Convening of Federal Council

1.4.1 In accordance with ***Article 21.2***, the Federal Council shall be convened on the requisition of at least two (2) Federal Councillors.

1.4.2 The quorum for a meeting of the Federal Council shall be in accordance with **Article 21.4** and shall consist of not less than fifty (50) percent of the of those Councillors eligible to attend and vote, and of

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the Councillors present, not less than fifty (50) percent of the State Associations shall be represented.

1.5 Conducting the Meeting

1.5.1 The meetings of the Federal Council of the Gemmological Association of Australia shall be Chaired by the Federal Chairman in accordance with the Memorandum and Articles of Association of the GAA, the Bylaws of the Federal Council and Standing Orders.

1.5.2 When a Councillor or observer wishes to speak, they shall seek the call from the Chair. A Councillor or observer shall not proceed to speak until they have been named by the Chair and they shall then address the Chair.

1.5.3 A Councillor or observer may at any time, provided they do not interrupt a speaker addressing the Chair, make a personal explanation concerning some material part of their speech which has been misquoted or misunderstood, but they shall not engage in further debate.

1.5.4 It shall be competent for any Councillor to propose that the meeting form itself into a committee of the Whole to consider any matter. This shall be put without debate.

1.5.5 A Councillor may make a point of order when they deem that a matter relating to the Memorandum and Articles of Association, the Bylaws of the Federal Council, Standing Orders or the courtesies of debate has been transgressed. The point of order shall be taken immediately after the alleged irregularity. The Chair shall take the point of order immediately and the speaker addressing the Chair shall remain silent until the Chair has given their ruling on the point of order. It shall be permissible for other Councillors to speak on the point of order before the Chair makes their ruling.

1.5.6 Any Councillor who disagrees with the ruling of the Chair on a point of order shall be permitted to move a motion of dissent from the ruling of the Chair provided the motion is moved immediately after the ruling. This motion requires no seconder and shall be put without debate.

1.5.7 It shall be competent to propose and second a want of confidence motion in the Chair. The Chair shall appoint an acting Chair and vacate the Chair until the motion has been resolved.

1.6 Agenda Items, Motions and Amendments

1.6.1 When a MEMBER or State Association member has an item for the agenda for the next Federal Council Meeting and its supporting papers,

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it shall be in the hands of the Federal Secretary no later than nine (9) days prior to the Federal Council Meeting unless extenuating circumstances dictate, in which case it is at the discretion of the Chair if the motion shall be listed on the agenda.

1.6.2 The Federal Secretary will take this as notification that the MEMBER or State Association member requires this item to be placed on the Agenda of the next Federal Council Meeting and will forward the agenda item and its supporting papers to all MEMBERS and if appropriate, the relevant Committee for consideration no later than five (5) days prior to the Federal Council meeting.

1.6.3 Motions for the Federal Council Meetings shall be submitted in writing to the secretary in accordance with Bylaw 1.6.1

1.6.4 A motion or amendment shall be moved by one Councillor and seconded by another Councillor before being accepted by the Chair.

1.6.5 No other motion shall be proposed while a motion is before the Chair.

1.6.6 An amendment, duly seconded, which modifies but does not negate the intent of the original motion may be proposed to a motion before the Chair.

1.6.7 An amendment to a motion shall be accepted by the Chair. Debate may occur on the motion and the amendment/s. Councillors may foreshadow and debate further amendments at the discretion of the Chair.

1.6.8 The proposer and seconder of the motion before the Chair shall not be entitled to propose or second amendments to that motion. If the proposer of the motion shall be agreeable to any amendment, they shall seek leave of the meeting to modify their motion accordingly.

1.6.9 The mover of a motion shall have the right of reply at the termination of debate. The right of reply shall be restricted to the points raised during the debate and shall not be used to introduce new material into the debate. The mover of an amendment shall not have the right of reply.

1.6.10 The Chair shall call to order any speaker who departs from the subject under debate, who indulges in repetition of argument previously debated or who violates the courtesies of debate.

1.6.11 It shall be competent for any Councillor to move that the debate be terminated.

1.6.12 When a motion or amendment has been proposed and seconded it shall not be withdrawn without the consent of the Councillors present.

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1.6.13 If a motion is not seconded it shall lapse and shall not be proposed again during the same meeting.

1.6.14 No motion that has been defeated shall be re-proposed at the same meeting.

1.6.15 The Chair may forward agenda items to expert committees of the Council for their recommendation.

1.6.16 Recommendations of properly appointed expert committees of the Council shall be considered by the Chair to be motions.

1.6.17 Before a motion is put by the Chair, if any councillor requests that a vote be taken by secret ballot, then the Chair shall conduct the ballot in that manner.

1.6.18 If pursuant to Bylaw 3.3.17 a secret ballot is required for positions on committees of the Federal Council it shall be conducted by preferential ballot. **See Appendix A**

1.6.19 The voting procedure shall be pursuant to Section 21 of the Articles of Association. Should the Chair's ruling be disputed by two or more councillors, then the meeting shall appoint two tellers and the vote shall be retaken provided that the disputation shall be made immediately after the Chair's ruling.

1.6.20 A motion to suspend the Agenda may be moved by a Councillor during a meeting but only as a matter of urgent necessity. The Councillor proposing any such motion shall state the reason or reasons why such a motion should be considered. No further debate shall be allowed before the motion for suspension is put to the meeting for vote.

1.7 Role of the Chair of a Committee

1.7.1 The impartiality of the Chair shall be preserved at all times

1.7.2 Councillors and observers shall respect the authority of the Chair at all times

1.7.3 The Chair shall at the beginning of all meetings of the Association obtain the permission from the Councillors and State Association members, actually present, to have the meeting recorded by electronic media. Should there be any objections, the Chair shall ensure that the issue is resolved before proceeding with the meeting.

1.7.4 The Chair may participate in any debate. To do so they shall declare their intention at the commencement of the debate, appoint an Acting Chair, vacate the Chair and not resume it until the debate has been resolved.

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1.8 Flying Minutes

1.8.1 The Federal Executive is authorised to initiate a flying minute to the Federal Council representatives when 75% of the Federal Executive deem the matter sufficiently urgent that it should not wait until the next Federal Council meeting

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Section 2: State Divisions of the Association

2.1 State Division Responsibilities

2.1.1 The Annual Report and Census Returns shall be forwarded by the State Divisions to the Honorary Federal Secretary within 40 days of the commencement of the financial year. ***(see clause 8.2 of the Articles)***

2.1.2 In accordance with ***Article 8.2,*** each **MEMBER** shall within forty (40) days after the commencement of each financial year forward to the Honorary Federal Treasurer and Honorary Federal Registrar a list setting out the names and addresses of the persons who are financial members of the State Association as at the expiry of the previous financial year.

2.1.3 On 30th June each year, a list of financial members is to be forwarded to the Federal Treasurer and Registrar by each State Division secretary/administration officer.

2.1.4 In accordance with ***Article 16.3*** each **MEMBER** shall provide a list of financial State Association members to the Honorary Federal Secretary at least one (1) hour prior to a General Meeting of the Association.

2.1.5 If a student has outstanding specimens, fees or library loans, the awarding of the Diploma in Gemmology may be withheld at the request of the State Division.

2.2 Sub-Divisions and Chapters

2.2.1 Authority is given to State Divisions to form Chapters or sub-Divisions in regional population areas of the State or an adjoining Territory.

2.2.2 The responsibility for the Chapters or sub-Divisions subject to Bylaw 2.2.1 shall rest with the State Division under which they are formed. These Chapters or sub-Divisions shall report directly to their formation Division.

2.3 Committee of Administration for a State Division

2.3.1 The Federal Council may appoint a committee of administration for a State Division if at a State Division's Annual General Meeting or at a Special General Meeting of the State Division a motion for such a committee of Administration is passed by 75% of the members present and entitled to vote, and thereafter requests in writing for the Federal Council to provide such a committee.

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Section 3: Federal Conference

3.1 Conference Host State Rotation Order

3.1.1 There are two types of Federal Conferences each occurring every second year in alternating years and they shall be referred to as the Education and Committee Meetings Federal Conference and the Committee Meetings Federal Conference

3.1.2 Each **MEMBER** shall serve as host state for the Education and Committee Meetings Federal Conference in the following order commencing in 2025:

3.1.2.1 Victoria

3.1.2.2 South Australia

3.1.2.3 Queensland

3.1.2.4 Tasmania

3.1.2.5 New South Wales

3.1.2.6 Western Australia

3.1.3 The Committee Meetings Federal Conference will be held in alternating years to the Education and Committee Meetings Federal Conference commencing from 2024

3.1.3.1 The format for the Committee Meetings Federal Conference will be either online or in person hosted by a **MEMBER** state as determined by the Federal Council

3.2 Conference Structure

3.2.1 The Federal Conferences shall comprise:

3.2.1.1 The Annual General Meeting of the Gemmological Association of Australia

3.2.1.2 A Federal Directors Meeting

3.2.1.3 A Federal Council Meeting

3.2.1.4 Meetings of all Sub-Committees of the Federal Council

3.2.1.5 An Educational Seminar, Symposium or Activity in alternate years

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3.3 Conference Responsibilities

3.3.1 **See Appendix S**

3.4 Conference Meetings of the Committees of the Federal Council

3.4.1 The convenors of the Federal Council sub-committees should advise the Federal Secretary how much time is anticipated for their conference meeting 30 days prior to the conference commencing

3.4.2 Meetings of the Federal Council sub-committees are to be held prior to the meetings of the Federal Council and Federal Directors and the Annual General Meeting

3.4.3 All conference committee meetings of the Federal Council sub-committees shall be Chaired by the Federal Chairman or their appointee

3.5 Conference Fees

3.5.1 The host State Division is entitled to receive a Registration Fee for hosting a conference provided:

3.5.1.1 The registration fee is comprised of a daily venue fee inclusive of the cost of any morning tea, lunch, afternoon tea or other refreshments provided by the host State Division throughout the day

3.5.1.2 Differentiates between the meetings of the conference and any fees being charged for evening events or educational activities which are to be itemised individually separate to the registration fee

3.5.1.3 The registration fee is to be approved by the Federal Council

3.5.1.4 The Federal Council collects the fees for all attendees on behalf of the State Division

3.5.2 The host State Division shall be responsible for the cost of all hospitality extended to Federal Councillors subsequent to the conclusion of the meetings portion of a Federal Conference

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3.6 Conference Attendance Subsidising by the Federal Council

3.6.1 Only the Federal Council may grant federally subsidised attendance at the annual conference

3.6.2 The Federal Council will provide the equivalent of one return economy airfare, transportation between the airport and the accommodation or conference venue by airport shuttlebus or equivalent, conference registration fees and accommodation for the duration of the sub-committee meetings, Federal Council meeting, Federal Directors meeting and the Annual General Meeting for:

3.6.2.1 Two current Federal Councillors for each State Division

3.6.2.2 Or in the event of one of a State Division's two current Federal Councillors being unable to attend the conference in person or by electronic means, a current Federal Councillor and an Alternate current Federal Councillor from each State Division

3.6.2.3 Federal President

3.6.2.4 Federal Chairman

3.6.2.5 Federal Secretary

3.6.2.6 Federal Treasurer

3.6.2.7 Chair of the Board of Studies and Examinations sub-committee

3.6.2.8 Chair of the Gem-Ed sub-committee

3.6.2.9 Editor of the Australian Gemmologist

3.6.2.10 Federal Registrar

3.6.2.11 Publicity Officer

3.6.2.12 E-Comms Officer

3.6.2.13 Constitutional Officer

3.6.2.14 Patron of the Association

3.6.2.15 Federal Administration Assistant

3.6.2.16 One Educational Representative per State Division if not covered by the positions in named in clauses 3.6.2.1 to 3.6.2.14

3.6.2.17 BOS&E Chief Examiner

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3.6.3 Any requests by an individual, State Division or Federal Council sub-committee for the Federal Council to subsidise additional attendees must be presented in writing to the Federal Council no later than the Federal Council meeting two months prior to the conference date.

3.6.4 The Federal Council will determine if the position of the applicant for a subsidised attendance is required to attend the Federal Conference in person and advise them if their application is approved or not after the Federal Council meeting two months prior to the conference

3.6.5 Requests for subsidised attendance will not be accepted after this deadline and no retrospective requests for subsidised attendance will be considered

3.6.6 Approval of a request for subsidised attendance for positions not listed in clause 3.5.2 may be granted for a single conference only and this approval does not apply to subsequent conferences. A new request must be submitted for consideration for any subsequent conferences

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Section 4: The Registered Trace Marks, Names and Logo of the Association

4.1 Registered Trade Mark

The following design is the registered Trade Mark of the Gemmological Association of Australia.

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4.1.1 A Badge or Pin based on the Trade Mark may be produced for sale to State Division members.

4.2 Corporate Logo

4.2.1 The Corporate Logo is to be used on all advertising, promotional, stationery, pamphlets, course notes, journals, newsletters, printed and digital material produced for the Association.

4.3 The Use of the GAA Corporate Logo by Fellows

4.3.1 The use of the GAA Corporate logo will only be allowed on stationery and business cards and/or advertisements (including web sites, social media) under the following conditions:

4.3.1.1 The applicant must be a Fellow of the GAA with at least qualifications to Diploma in Gemmology or equivalent and must maintain membership whilst using the logo.

4.3.1.2 The GAA Logo may not be used on valuation certificates for new applications for logo use

4.3.2 An application, on the Logo Application form available on the GAA website www.gem.org.au , shall be made to the Federal Secretary and must include all details pertaining to the proposed use of the logo, including an example of the document type/ layout or website. Once approved by the Federal Council, the GAA Admin shall advise the

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applicant of the Federal Council decision by email, with a copy to the relevant State Division.

4.3.3 Following approval, the Corporate logo (*with word Fellow attached*) will be provided electronically to the successful applicant by the Federal Secretary.

4.3.4 The size of the logo in its approved usage, must be an exact replica and not be larger than that provided by the Association (35mm) and must not be used as a watermark.

4.3.5 If the GAA Corporate logo is displayed on a web site, then:

4.3.5.1 The logo must not appear more than 10% of the width of the web page on which it is displayed, and it cannot be displayed at a resolution that is greater than 140 pixels x 140 pixels in image size.

4.3.5.2 The logo itself must contain a hyperlink to www.gem.org.au which will then open a separate browser window to display the GAA website when activated.

4.3.5.3 Placement, descriptive text and use of the GAA Corporate logo should not be such that any inference is given of the GAA endorsement of the website on which it is being used.

4.3.6 It is the responsibility of Federal and the relevant State Division where the applicant is a financial member to check that the applicant is a Fellow and maintains membership and to record all such details in a register along with any other information needed to monitor the ongoing usage of the logo.

4.3.7 A list of authorised users of the Logo be maintained by the Federal Secretary.

4.3.8 A window style sticker be made available to members each year, being a variation of the Corporate logo, including the current year and “Member of the Gemmological Association of Australia”.

4.4 State Division Use of the Logo and Responsibilities

4.4.1 The GAA Corporate logo shall be used on all official stationery of a State Division.

4.4.2 No Certificate or Statement of Competency issued by a State Division shall display the GAA Corporate logo unless the Certificate or Statement of Competency relates to a course approved by the Board of Studies and Examinations.

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4.4.3 The Gemmological Association retains the right to withdraw permission to use the logo at any time.

4.5 The Embossing Seal

4.5.1 The embossing seal of the Association shall be a reproduction of the Trade Mark of the Association.

4.5.2 The embossing seal of the Association shall be applied by the Registrar on the recommendation of the Board of Studies and with the approval of the Federal Council to the following:

4.5.2.1 Diploma in Gemmology

4.5.2.2 Diploma in Diamond Technology

4.5.2.3 GAA Statements of attainment

4.5.2.4 Research Diploma in Gemmology

4.5.2.5 W H Hicks Prize

4.5.2.6 H L M certificates

4.5.2.7 Practical Diamond Grading

4.5.2.8 Advanced Practical Diamond Grading

4.5.2.9 Distinguished Service Awards

4.5.2.10 Certificates of Appreciation

4.6 GAA Distance Education Centre

4.6.1 That the GAA register the name of the GAA Distance Education Centre.

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Section 5: Membership, Joint Initiatives & Qualification Reciprocity of with Other Organisations

5.1 C.I.B.J.O

5.1.1 The GAA shall maintain formal membership of C.I.B.J.O (International Confederation of Jewellery Watchmaking Diamonds and Precious Stones).

5.1.2 The Member of CIBJO Logo shall continue to be used on correspondence.

5.1.3 Grant Hamid, Ronnie Bauer, Bill Sechos and Terry Coldham be the CIBJO Working Party

5.1.4 The GAA be represented at CIBJO by a GAA CIBJO Representative and a GAA Alternative CIBJO Representative

5.2 J.A.A

5.2.1 The GAA shall become an Associate Member of the J.A.A.

5.2.2 The Federal Council of the GAA shall liaise with the Federal Executive of the J.A.A. and National Council of Jewellery Valuers to formulate a joint approach to the relevant trade practices authority with the ultimate aim of establishing a code for correctly identifying and labelling gems for sale to the general public.

5.2.3 The Federal Council agrees that the Federal President should sign the HOA along the lines circulated to allow the GAA and JAA to jointly construct and operate a course for Jewellery Retail Professionals.

5.2.4 Nic Dracakis is appointed the GAA representative on the JAA Board.

5.2.5 Bill Sechos be appointed as the nominated the GAA representative to the JAA National Industry Advisory Council (NIAC)

5.3 Australian Opal Centre

5.3.1 The BOS&E gives in principle support to work with the Australian Opal Centre for delivery of their Opal Carving Course and for it to be rebadged with the GAA logo.

5.3.2 An agreement in principle to the Opal Committee to work with the Australian Opal Centre to assist them with developing a short course in opals and for the GAA to develop a longer course in opals.

5.4 GEM-A

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5.4.1 That the GAA continue with the negotiations with Gem-A and bring it to a Heads of Agreement to be brought back to Federal Council for ratification.

5.4.2 Federal Council and BOS&E/Gem Ed commence the process of moving towards developing co-branded notes with Gem-A.

5.4.3 Success or failure of the co-branded notes with Gem-A be examined carefully to gauge the success in terms of the standing in the international community. The financial success of the arrangement is also to be examined at the time, as well as taking into consideration suitability, possibility and practicality as to whether the GAA continues to work on the new co-branded notes to ascertain if there is any real potential in a rewrite of the notes in the future.

5.4.4 A working group be formed to rewrite the relevant sections of the Australian notes to become content of the co-branded notes for the Gem-A and the GAA course.

5.4.5 The fee to be charged to Gem-A Fellows for reciprocal Fellowship of the GAA be set at $200 AUD.

5.5 AJGIC (Australian Jewellery and Gemstone Industry Council)

5.5.1 Ronnie Bauer and Terry Coldham shall be the two representatives to AJGIC.

5.5.2 Formation of small working group (Terry Coldham, Katrina Marchioni and Matt Morin) to formulate a letter to industry bodies to begin the process of re-establishing the AJGIC or similar type body.

5.6 National Measurement Institute

5.6.1 The GAA work with NMI to update the existing standards for measuring gemstones.

5.7 Other International Organisations

5.7.1 The Gemmological Association of Great Britain, Gemmological Association of Hong Kong, The Gemmological Association of South Africa, the Gemmological Society of Singapore, and the Gemmological Association of the Peoples Republic of China shall be granted ALLIED STATUS with the GAA under the following mutually acceptable conditions:

5.7.1.1 Exchange of journals at State and Federal Level

5.7.1.2 Exchange of gemmological information via correspondence reports in relevant publications

5.7.1.3 Exchange of educational material

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5.7.1.4 Co-ordination of visiting lecturers.

5.7.2 Arrangements shall be made for reciprocity in Diploma and Fellowship standards with the Gemmological Association of Great Britain and Canada, so that a pass in any of these countries will entitle the candidate to a similar status in the others.

5.8 Other National Organisations

5.8.1 The GAA declares the GJIA to be a direct competitor to the GAA.

5.8.2 That the Queensland Division relinquishes their membership of GJIA immediately.

5.8.3 That the Queensland Division or any other State Division no longer offers any assistance to GJIA either financially or materially and shall not enter into any contract or lease or otherwise offer assistance to GJIA.

5.8.4 That no person involved with the management of GJIA whether (financially or voluntarily) shall be eligible to be an office bearer of a state division, on the state division management committee, or a Federal Councillor or Federal Director of the GAA as of 1 January 2010.

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Section 6: Duties of Federal Council Office Bearers

6.1 Federal Registrar

Appointment see Article 20.10

6.1.1 The following registers to be kept up to date with additions, alterations and deletions as received from the Federal Secretary, State Divisions and sub committees where applicable.

6.1.1.1 **MEMBERS** register
6.1.1.2 Diploma in Gemmology register
6.1.1.3 Diploma of Gemmological Studies*
6.1.1.4 Diploma of Gemmological Studies (valuations)*
6.1.1.5 Individual Modules completed
6.1.1.6 Fellowship register
6.1.1.7 Hon. Life Member register
6.1.1.8 State Associations' life member register
6.1.1.9 Hon. Fellowship register
6.1.1.10 Research Diploma register
6.1.1.11 Diploma in Diamond Technology Register
6.1.1.12 Certificate IV in Gemmological Studies*
*12.1.1.1.1.1.1.1.1 *Until 31 March 2009*

6.1.2 Authorisation shall be given to the Federal Registrar and Federal Treasurer to purchase suitably bound books in which to maintain registers as started, in accordance with the Corporations Law 1990.

6.1.3 Authorisation shall be given to the Federal Registrar to maintain the registers of the Association in electronic form. Where deemed appropriate, the registers shall also be backed up in hard copy.

6.1.4 That for the purposes of financial considerations, the Registrar be attached to the BOS&E budget.

6.1.5 The Federal Registrar is instructed to keep a record of all Federal and State Prizes but it is the responsibility on the States to inform the Federal Registrar of the prizes that they would like recorded.

6.2 Federal Archivist

Appointment see Article 20.10

6.2.1 The Archive repository is to be located at a place determined by the Federal Council.

6.2.2 All State Divisions shall maintain on their mailing list: The Archivist (GAA), archivist@gem.org.au

6.2.3 The archivist shall attend to correspondence, file and record data.

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6.2.4 The following material shall be forwarded to the Archivist by the State Division Secretary in electronic form if possible:

6.2.4.1 Annual Reports

6.2.4.2 Financial statements

6.2.4.3 State newsletters

6.2.4.4 Minutes of State management committee meetings

6.2.4.5 Any other publications or notices.

6.2.4.6 Any memorabilia deemed of historical importance to the Association.

6.2.5 The following material shall be forwarded to the Archivist by the Federal Secretary in electronic form if possible:

6.2.5.1 The Federal Agenda items

6.2.5.2 Notices of AGM.

6.2.5.3 Minutes of AGM.

6.2.5.4 Minutes of the Federal Council Meeting

6.2.5.5 All reports from the Federal Committees

6.2.5.6 Minutes of the previous Federal Executive meetings

6.2.5.7 Notices and bulletins

6.2.5.8 Memorabilia

6.2.5.9 Minutes of Federal Director Meetings

6.2.6 A history of the Association shall be maintained and stored at the Federal Archives.

6.2.7 That all Federal correspondence, as is, be given to the archivist or their representative, on completion of the term of any Federal Councillor, office bearer, officer or Chair of a committee of the federal Council only passing on to the incoming Federal Councillor, office bearer, officer or Chair of a committee of the federal Council, papers or letters that are current.

6.2.8 A proper notice and photo of any prominent or foundation State Association member of the GAA who has died shall be recorded and sent to the archivist.

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6.2.9 Any State or Federal items of significance, important and historical should be kept in original form and if sentimental then a digital copy be retained.

6.3 Constitutional Officer
Appointment See Article 20.10

6.3.1 The Constitutional Officer shall consider any alterations that may be required to the Memorandum and Articles of Association, the Bylaws of the Federal Council or any other rules and regulations that may be in force from time to time and provide their advice to the Federal Council.

6.3.2 The Constitutional Officer shall renumber all new and existing Bylaws in order to maintain the Federal Bylaws in an orderly manner.

6.3.3 When updates occur to the Bylaws of the Federal Council, the Constitutional Officer shall make available to the eComms Committee an electronic read only copy of the updated Bylaws of the Federal Council within one (1) month of the meeting of the Federal Council at which the update is ratified.

6.3.4 The Constitutional Officer shall provide an update sheet outlining the changes made to the Bylaws of the Federal Council for ratification at the Federal Council meeting following the initial motions granting approval for any changes.

6.3.5 The Constitutional Officer shall forward to the Federal Secretary an electronic copy of the Bylaws of the Federal Council for distribution to all State Divisions, Federal Councillors, Chairs of the committees of the Federal Council and the Officers of the Federal Council within 30 days of any update to the Bylaws of the Federal Council.

6.3.6 Upon request, the Federal Constitutional Officer shall forward an electronic copy of the Memorandum and Articles of the Association and/or the Bylaws of the Federal Council to a State Association member.

6.4 Publicity Officer

6.5 eComms Officer

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Section 7: Board of Studies and Examinations (BOS&E)

7.1 Composition and Responsibilities of BOS&E

7.1.1 The Board of Studies and Examinations shall be a formal Board of the Federal Council composed of an Executive and two representatives from each State.

7.1.2 The Executive of the Board of Studies and Examinations shall consist of a Chair, Chief Examiner, Secretary and the Federal Treasurer who also acts as the BOS&E Treasurer.

7.1.3 Each State has two representatives (2 votes) with the Chair having the deciding vote in the event of a tie.

7.1.4 The Federal Treasurer is to act as the BOS&E Treasurer and maintain the BOS&E financial activities within the Federal accounts

7.1.5 The Executive of the Board of Studies and Examination shall have the power from time to time to co-opt additional members to fulfil specific roles.

7.1.6 The BOS&E should meet at least once every six weeks during the teaching year and at other times as required. These meetings may be face to face or by electronic means. The Chair of the BOS&E may call a special meeting at any time as required.

7.1.7 The responsibilities of the Chief Examiner and the Chair of the BOS&E shall be as per table drawn up between the Chief Examiner and the Chair of the BOS&E and recorded in the Procedures Manual of the BOS&E.

7.1.8 The Chair of the BOS&E shall be responsible for all matters relating to the administration of the BOS&E and the continual development of courses to be conducted by the GAA.

7.1.9 The Chief Examiner or their delegated authority shall be responsible for the conduct of assessments for all assessed courses conducted by the

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GAA, and shall prepare an examination report for inclusion in the BOS&E report to Federal Council.

7.1.10 Any disputes arising from the responsibilities of the Chair of the BOS&E and the Chief Examiner shall be brought before the Federal Council for resolution.

7.1.11 The Chair of the BOS&E and the Chief Examiner shall present to The Federal Council their recommendations for the BOS&E executive members.

7.1.12 All courses which are currently being conducted, or in the future may receive Association recognition by way of Certificate, Diploma or other validation of competency, whether such validation had been issued subsequent to a set examination or an assessment, shall be conducted under the control and approval of the BOS&E.

7.1.13 The BOS&E committee may apply to the Federal Council for a grant to fund the attendance of the Chair of the BOS&E and/or the Chief Examiner or their appointee to attend courses on Gemmology and related topics. If a grant is approved, it will be conditional on a written report being submitted to the BOS&E by the attendee for distribution to all States and study centres subsequent to completing the course.

7.1.14 The BOS&E shall produce a feedback form for use by students after every course with the collated results to be forwarded to the BOS&E through the relevant State Education Officer. The meetings of the Executive of the BOS&E shall be open to all visiting members of the BOS&E.

7.1.15 The Chair of the BOS&E may be remunerated for activities conducted in the capacity of Chair. The Federal Secretariat of the Gemmological Association of Australia may be required to undertake the administrative procedures of the BOS&E at the direction of the Chair.

7.2 **The Executive of the BOS&E shall:**

7.2.1 Be responsible for the day to day operations of the BOS&E

7.2.2 Have meetings at intervals of not more than six weeks

7.2.3 Circulate minutes of these meetings to the Federal Council, all BOS&E members and Division secretaries.

7.2.4 Be directly responsible to the Federal Council via the Federal Liaison

7.2.5 Ensure that all education related publicity material being printed is vetted and approved by BOS&E Executive prior to its release.

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7.3 **The Procedures Manual of BOS&E**

7.3.1 These procedures shall be according to the BOS&E Procedures Manual which shall be distributed to all State Divisions. Divided into sections with a portfolio manager for each: Examinations and Assessments, HR, Marketing & Publicity, Trainers Manual, Enrolment Manual, ESO Manual, Student Handbook.

7.3.2 The BOS&E Procedures Manual shall cover as a minimum:

7.3.2.1 Duties

7.3.2.2 Authority and powers of the BOS&E

7.3.2.3 Overseas students/overseas qualifications and exemptions

7.3.2.4 Courses general

7.3.2.5 The courses run under the auspices of the BOS&E

7.3.2.6 Guidelines for course notes

7.3.2.7 Distance learning

7.3.2.8 GAA Diploma in Gemmology

7.3.2.9 GAA Diploma in Diamond Technology

7.3.2.10 GAA Research Diploma in Gemmology

7.3.2.11 Preparation of a syllabus and reading list for each course

7.3.2.12 Calendar for the BOS&E

7.3.2.13 Setting and arrange marking of examinations

7.3.2.14 Conduct and supervision of examinations

7.3.2.15 Promulgation of examination results

7.3.2.16 Representation at external courses

7.3.2.17 Examinations for external students

7.3.2.18 Entry to courses

7.3.2.19 Exemptions

7.3.2.20 Eligibility for examinations

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7.3.2.21 Alternative examinations

7.3.2.22 Network server and intranet

7.3.2.23 Quality assurance (QA) & quality improvements (QI)

7.3.2.24 Refund of course fees

7.3.2.25 Leave of absence

7.3.2.26 Sexual harassment

7.3.2.27 Prizes and Awards

7.3.2.28 Eligibility for prizes and awards

7.4 The BOS&E Procedures Manual shall be revised as required by the BOS&E and changes distributed to all State Divisions.

7.5 Any changes to the BOS&E Procedures Manual shall form part of the Annual Report of the BOS&E which is presented at the Annual Federal Conference.

7.6 From 2017 Gem 1 Practical hours will be increased to 70hrs to enable full testing to be introduced at end of Gem1.

7.7 **Finance of BOS&E**

7.7.1 The BOS&E shall finance its operations, including purchases of gemstones for examination purposes from a yearly budget as allocated by Federal Council.

7.7.2 A yearly grant shall be given to the Board of Studies and Examinations on presentation of a draft budget to the Federal Council

7.8 **Authority of the Board of Studies and Examinations**

7.8.1 The following courses shall be conducted pursuant to Bylaw 7.1

7.8.1.1 The Diploma in Gemmology

7.8.1.2 The Diploma in Diamond Technology

7.8.1.3 The Research Diploma in Gemmology

7.8.2 The following short courses are also conducted and assessed

7.8.2.1 Practical Diamond Grading

7.8.2.2 Synthetics and Gemmology Update

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7.8.2.3 Advanced Opal

7.8.2.4 Advanced Pearl

7.8.2.5 Jewellery Design

7.8.2.6 Jewellery Product Knowledge

7.8.2.7 Advanced Instruments

7.8.2.8 Advanced Practical Diamond Grading

7.8.2.9 GAA Certificate in Opal Studies

7.9 The State Management Committees shall have no authority to waive or vary any of the conditions set out in the Procedures Manual of the Board of Studies and Examinations.

7.10 The BOS&E may delegate all or part of their control over courses to any subcommittee in a State Division for the purpose of administrating the conduct of such courses.

7.11 The Advanced Practical Diamond Grading course is adopted as a Federal Course with Federal taking over enrolments and teaching costs from State Divisions

7.12 **Examinations of the BOS&E**

7.12.1 The State Management Committee shall advise each student of the examination dates, at the time of enrolment each year. The date, time and venue of examinations shall be advised to each student when forwarding the application form for entry to examination

7.12.2 The dates and times for the Gemmology (both theory and practical) and the Diamond Technology (theory) examinations shall be set by the Board of Studies and Examinations. Not less than one (1) year's notice shall be given to the State Divisions of the intended dates.

7.12.3 Examinable material for Gem 1 students in subsequent years from 2016 is as follows: the GAA Course notes, the Gem-A Practical

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Handbook, Gemmology by Peter Read and other articles and material as approved by the BOS&E.

7.12.4 The Diploma in Gemmology Gem 2 end of year Theory exam will be 2 x 2.5 hrs and Practical 2 X 3hr (12 stones plus 3 crystals and 6 ornamentals).

7.12.5 Commencing in 2019, the award of the Dip DT post nominals will require successful completion of Practical Diamond Grading, Advanced Practical Diamond Grading and Diamond Technology Theory,

7.12.6 The former Synthetics and Gemmology Update be used as the pre-requisite course for lapsed fellow to regain Fellowship.

7.12.7 Examination dates for flexi Practical exams for Gem II, will be the same as the regular exam dates Australia-wide as set at the Federal Conference in the year prior.

7.12.8 State Divisions offering flexible intensive teaching modes, should look to schedule it to coincide with the already set exam dates.

7.12.9 The examination fee for students sitting a supplementary examination for reasons other than medical, bereavement or employment circumstances, will be increased from $100 to $250

7.12.10 The two Practical exam format is (2 x 3 hours) with both exams being held over a single weekend, will be retained so that flexi students are not disadvantaged by having to come back in another week.

7.12.11 From 2020 crystals will be held in the first practical exam and ornamentals in the second noting that they offered a reprieve to some students from the intensive testing.

7.12.12 The Practical flexi block will be for the whole week followed by Practical 1 on the Saturday and Practical 2 on the Sunday, the following Wednesday will be Theory 1 and the Wednesday after that, Theory 2.

7.13 The BOS&E will adopt the recommendations from the Diamond Group:

7.13.1 To extend the Theory papers from 2½ hours to 3 hours with the same number of questions.

7.13.2 Practical Diamond Grading component for attaining Diploma in Diamond Technology from 2019 will include Advanced Practical

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Diamond Grading with no marks attributed to it so the marking structure will not change.

7.13.3 Remove the word “Diploma” from the course title as that was what was attained.

7.13.4 The modules for Diamond Technology will be: Practical Diamond Grading; Diamond Technology Theory (or another unit name); Advanced Practical Diamond Grading.

7.14 Education Workshop/Marking Weekend of BOS&E

7.14.1 GemEd is authorised to refund a return economy airfare, three nights’ accommodation (limit $180/night) plus return fare to and from the nominated venue by airport shuttle bus or equivalent, for two people from each State to attend; plus, additional persons, to a limit of 8, allocated by the BOS&E and GemEd, which may include Chair BOS&E, Chief Examiner, Chair Gem-Ed, GemEd & BOS&E Treasurer, the Registrar, the Editor of AG, a Diploma in Diamond Technology marker and one other.

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Section 8: Gem-Ed Australia

8.1 Formation of Gem-Ed Australia

8.1.1 Gem-Ed is a subcommittee of the Federal Council of the Gemmological Association of Australia whose principal task is to centralise the planning, organisation and administration required for the optimal delivery of Federal GAA courses and the operation of the GAA Shop

8.1.2 All Federal GAA Courses shall be administered by Gem-Ed Australia

8.2 Composition of the Gem-Ed Australia Committee

8.2.1 The Gem-Ed Australia Committee shall comprise a Chair, Secretary, Treasurer, and one representative from each State Division (to be known as the Gem-Ed Rep), and a Federal Liaison Officer.

8.2.1.1 The Gem-Ed Reps have voting powers, one vote per Rep

8.2.1.2 The Chair, Secretary and Treasurer may be appointed from outside of the Gem-Ed Reps and are elected by the Gem-Ed Australia committee and in such cases are additional to the Gem-Ed Rep positions, and shall have no voting powers.

8.2.1.3 It is preferred, wherever feasible, that the Gem-Ed Rep be the ESO and/or a teacher from the State Division.

8.2.2 The Gem-Ed Administration Officer (GEAO), the Manager of the GAA Shop (Merchandising), the GAA Publicity Officer, the Chair of the BOS&E, the Chief Examiner and BOS&E Coordinator shall be invitees to the Gem-Ed Committee meetings but shall have no voting power.

8.2.3 The Executive of Gem-Ed (known as the Gem-Ed Exec) shall comprise the Chair, Secretary and the Treasurer and shall have the power to meet between Gem-Ed meetings to authorise deferral and

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refund applications and conduct any other urgent or non-financial business in accordance with the procedures of Gem-Ed Australia.

8.3 Defined Roles on the Gem-Ed Committee

8.3.1 The positions of Gem-Ed Australia are defined by their job descriptions. An overview is provided here.

8.3.2 The Chair co-ordinates and oversees the operations of Gem-Ed

8.3.3 The Secretary is responsible for the agenda for official meetings of the Gem-Ed Australia committee, taking and distributing of the minutes and preparing any correspondence necessary

8.3.4 The Treasurer prepares the annual budget for presentation to the Federal Council and oversees the day to day financial aspects of administering the Federal Courses

8.3.5 The Federal Liaison provides for additional communication to and from the Federal Council, when required.

8.3.6 The Manager of the GAA Shop (Merchandising) oversees all aspects relating to the GAA Shop, under the supervision of the Gem-Ed Executive.

8.3.7 The Gem-Ed Admin officer is responsible to the Gem-Ed Executive.

8.3.8 Gem-Ed Accounts is responsible to the Gem-Ed Treasurer.

8.4 Finance of Gem-Ed

8.4.1 The sub-committee of The Gemmological Association of Australia known as Gem-Ed Australia shall open and maintain bank accounts in its own name to manage the monetary affairs of its charter.

8.4.2 The operations of Gem-Ed Australia shall be financed through the fees collected from the Federal GAA courses and the sale of merchandise through the GAA Shop.

8.4.2.1 The fees for the Federal GAA courses shall be invoiced through Gem-Ed Australia, and the accounts department of Gem-Ed Australia shall be responsible for collecting all fees from enrolments.

8.4.2.2 An annual increase of 5% is to be applied to all GAA Federal Course fees except the Opal Certificate which remains unchanged unless declared separately. Figures to be rounded for convenience.

8.4.3 Gem-Ed Australia shall be responsible for collecting the membership dues on behalf of the State Divisions at the time of enrolment in

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order for the student to be eligible for member rates on course fees for Federal GAA courses.

8.4.3 The Gem-Ed Australia committee may apply to the Federal council for additional funding.

8.5 Duties of Gem-Ed

8.5.1 The Gem-Ed Australia Committee shall be responsible for the planning and administration required for optimal delivery of the educational courses of the Federal GAA.

8.5.1.1 The Gem-Ed committee does not have jurisdiction over course content, syllabus or examinations.

8.6 Responsibilities of State Division Teaching Centres

8.6.1 Each State Division should implement as best it can, in line with its available resources, the relevant procedures in the Student Handbook prepared by Gem-Ed and the Education Support Officer (ESO) Handbook prepared by BOS&E

8.6.2 Each State Division should recommend to Gem-Ed those individuals to teach components of the Federal GAA courses who are deemed to have the best subject knowledge to teach the specific course component(s).

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Section 9: The Australian Gemmologist (The AG) Editorial Committee

9.1 Composition of The AG Editorial Committee

9.1.1 The Editorial Committee of The Australian Gemmologist shall be the committee responsible for production, publication and distribution of The Australian Gemmologist.

9.1.2 The Editorial Committee of The Australian Gemmologist shall consist of a Chair and/or Editor, Secretary, Treasurer and committee members as determined from time to time, State Editorial Liaison officers, Federal Liaison Officer.

9.1.3 The Editorial Committee of The Australian Gemmologist shall be a Committee independent of any State Division. This Committee shall be directly responsible to the Federal Council.

9.1.4 The Chair and/or Editor of the Editorial Committee shall be appointed for a three-year term. The appointment shall be ratified annually by the Federal Council. The Chair and/or Editor shall be eligible for re-election.

9.1.5 The Chair and/or Editor of the Editorial Committee shall present to the Federal Council their nominations for appointment to the Editorial Committee.

9.1.6 The Editorial Review Board and the Editorial Panel of The Australian Gemmologist shall be appointed by the Editorial Committee, with approval by the Federal Council.

9.2 Duties of The AG Editorial Committee and the Editor

9.2.1 The Editorial Committee shall publish The Australian Gemmologist biannually on behalf of The Gemmological Association of Australia.

9.2.2 The Editorial Committee shall, with the prior approval of the Federal Council, appoint a graphic designer and printer for The Australian

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Gemmologist whose locality, standards, and costs are commensurate with the needs and finances of the Association.

9.2.3 The Editorial Committee shall make The Australian Gemmologist available to the public, on a subscription basis, under conditions determined by the Editorial Committee.

9.2.3.1 From December 2023, offer members and subscribers an OPT-IN option to receive The Australian Gemmologist journal in a digital, pdf format, in addition to a printed copy.

9.2.3.2 From 2025 make the digital pdf the standard format for all members and subscribers. Print copy available by OPT IN with possible nominal charge to cover printing/postage.

9.2.4 Manuscripts submitted for publication in The Australian Gemmologist shall, at the discretion of the Chair and/or Editor, be anonymously reviewed by selected member/s of the Editorial Review Board of The Australian Gemmologist. Authors also have the option to nominate one or two independent reviewers to be approved by the Editor, with the understanding that additional anonymous reviewers may also be selected by the Editor. As a guideline, manuscripts should not exceed 11000 words although this is subject to the Editor's discretion. Shorter articles of 2000 words or less, also subject to the Editor's discretion, are welcomed for the section Gemmological Spectrum.

9.2.5 The Editorial Panel shall assist the Chair and/or Editor with selection, editing and preparation of papers for publication. Members of the Editorial Panel shall be appointed, on an as required basis, by the Editorial Committee.

9.2.6 The Editorial Committee shall, from time to time, re-appraise the quality of content and publication standards of the journal and include this information in the committee's periodic reports to the Federal Council.

9.2.7 The Editorial Committee shall obtain opinions from Divisions, and obtain firm orders, before authorising for sale, any reprints of articles from The Australian Gemmologist.

9.2.8 Online presence. The Chair and/or Editor of The Australian Gemmologist is to oversee the digitisation and online publication of The Australian Gemmologist on the Association website for:

9.2.8.1 Journal issues published from 2017 onwards.

9.2.8.2 Journal issues or articles originally published prior to 2017, where the copyright has been established to belong to the Association, to allow online publication by the Association.

8.2.10 The Editorial Committee shall appoint one of its members to be the Co-ordinator of The Australian Gemmologist on the website.

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9.2.10 Publication decisions: The Editor is responsible for deciding which of the papers submitted to the journal will be published. The Editor will evaluate manuscripts without regard to the authors' race, gender, sexual orientation, religious belief, ethnic origin, citizenship, or political philosophy. The Editor's decision will be based on the paper's importance, originality, clarity, validity, relevance, and interest to the journal's scope and readership. Current legal requirements regarding libel, copyright infringement, and plagiarism should also be considered.

9.2.11 Confidentiality: The Editor and the Editorial Committee must not disclose any information about a submitted manuscript to anyone other than the corresponding author, reviewers, potential reviewers, other editorial advisers, and the publisher, as appropriate.

9.2.12 Disclosure and conflicts of interest: Unpublished materials disclosed in a submitted paper will not be used by the Editor or the members of the Editorial Committee for their own research purposes without the author's explicit written consent.

9.3 Content of The AG

9.3.10 The Australian Gemmologist shall include:

9.3.10.1 A balance of scientific papers and other articles that aim to appeal to the members of all Divisions

9.3.10.2 Brief reports of any unusual gemstones, synthetics and imitations as these appear in the marketplace

9.3.10.3 Annual results and award winners for Gemmology 1 & 2 and the Diploma in Diamond Technology

9.3.10.4 Other significant Association news

9.3.10.5 A report of meetings, seminars, papers etc. associated with the Annual Federal Conference of the Association

9.3.10.6 Other material approved by the Editorial Committee.

9.3.11 No Article shall be published in The Australian Gemmologist unless a signed Copyright Assignment Form is received from each author of the Article.

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9.4 Advertising in The AG

9.4.1 If possible, advertisements shall be positioned so that they do not interrupt the flow of the papers.

9.4.2 Advertising rates for The Australian Gemmologist shall be recommended by the Editorial Committee, forwarded to Hon Treasurer and ratified by Federal Council.

9.4.3 These rates shall be published in the first issue of The Australian Gemmologist of each calendar year and on the Association website.

9.4.4 Advertising material shall be accepted for publication in The Australian Gemmologist at the discretion of the Editorial Committee and after approval of the Federal Council. **See Appendix C**

9.4.5 Any advertising material, whether paid for or not, including from other trade related bodies nationally or internationally, must be forwarded to Federal Council for ratification before being printed or distributed. This By-law would apply to, but not be limited to, The Australian Gemmologist, the website, conference materials and other print or electronic publications produced by the GAA (Federal) from time to time.

9.4.6 Each State Division shall endeavour to obtain advertising for The Australian Gemmologist.

9.5 Finance of The AG

9.5.1 The Editorial Committee shall finance its operations from half yearly grants from the Federal Council, payable in February and August of each calendar year. All other sources of income and payment of expenses, other than setup expenses, shall be the responsibility of the Editorial Committee.

9.5.2 The Australian Gemmologist Treasurer shall submit an annual draft budget on behalf of the Editorial Committee, for the ensuing year, for approval by the Federal Council.

9.5.3 At the end of each calendar year the Australian Gemmologist Treasurer shall submit an audited statement of income and expenditure on behalf of the Editorial Committee for inclusion in the Annual Financial Statement of the Gemmological Association of Australia.

9.5.4 Subscription rate for The Australian Gemmologist remains at $70 for one-year subscription in Australia and $110 for overseas subscribers.

9.6 W. H. Hicks Prize of The AG

9.6.1 A prize, known as the W. H. Hicks Prize, may be awarded annually or biennially for the best paper by an Australian author/s published in The

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Australian Gemmologist. Conditions for the award of this Prize, and its nature, shall be determined by the Editorial Committee, and approved by the Federal Council. The recipient of the prize shall be determined by a Selection Committee appointed annually or biennially by the Editorial Committee.

9.6.2 The announcement of the winner/s of the W.H. Hicks Prize shall be made at the Federal Council Meeting of the Association associated with the Association's Annual Federal Conference, and in The Australian Gemmologist.

9.6.3 Format of the certificate to be awarded for the W.H. Hicks Prize shall be: **See Appendix D**

9.6.4 Responsibilities of State Divisions and Divisional Liaison Officers to the Editorial Committee

9.6.5 The Secretary/Administration Officer of each Division shall supply the Editorial Committee with the name, postal and email address, and telephone number of the State Division's Liaison Officer within 30 days of the Division's Annual General Meeting being held.

9.6.6 Each Division will receive *six (*6*)* free copies of each issue of The Australian Gemmologist for their library and to use as gifts for new members, guest speakers etc, or replacements.

9.6.7 Divisional Liaison Officers shall bring to the notice of their respective State Management Committees any requests that the Editorial Committee makes during the year.

9.6.8 Each Divisional Liaison Officer shall supply the Editorial Committee Treasurer with electronically transmitted Excel™ spread sheets for all financial and honorary members, to facilitate distribution of The Australian Gemmologist. These spread sheets are required twice per year.

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Section 10: eComms Committee

10.1 The G.A.A Web Sites

10.1.1 The GAA has established two World Wide Web Sites. www.gem.org.au. This web site is the property of the Gemmological Association of Australia.

10.1.2 The e- Committee shall be responsible for the efficient operation of the GAA's website (http://www.gem.org.au) and for the appointment of a suitable Webmaster, approved by Federal Council, to maintain both websites.

10.1.3 The Federal Council shall appoint the Website Co-ordinator who shall liaise with the Webmaster.

10.1.4 The GAA shall finance the operation and maintenance of the GAA's Websites with an annual budgeted allocation from Federal Council.

10.1.5 In addition to the maintenance budget, an annual budget of $1000 is to be allocated from Federal Council for website improvements

10.1.6 The e- Committee shall maintain the ownership claim for the website www.gem.au for the GAA until the domain ownership is resolved

10.2 Publicity to commence a Signal chat for the GAA members

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Section 11: Instrument Evaluation Committee

11.1 The Instrument Evaluation Committee shall be a formal committee of the Federal Council. The Committee shall comprise of a Chair and two committee members from the same State Division. The Federal Council has the option of appointing two additional committee members from other State Divisions.

11.2 The Instrument Evaluation Committee shall evaluate gemmological instruments and report to the Federal Council and The Australian Gemmologist.

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Section 12: Other Bylaws of Committees of the Federal Council

12.1 Any elected committee of Federal Council shall contain at least one Federal Council member who will be responsible for maintaining communication between the committee and the Federal Council.

12.2 The accounts of all Federal Committees, subcommittees, Ad Hoc Committees, the Board of Studies and Examinations and The Australian Gemmologist shall be forwarded to the Federal Treasurer for inclusion in the annual audit of the Association's Balance Sheet and Financial Statements.

12.3 The Opal Committee shall remain as a sub-committee of Federal Council but any Opal Course developed is to be under the auspices of Gem-Ed with content to be approved by BOS&E.

12.4 Any inter-committee service done at Federal level needs to be at cost recovery base only rather than a profit base scenario.

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Section 13: Requests for Grants

13.1 The Registrar, Archivist, Officers of the Federal Council, or any formal Federal Council Committee, shall be eligible for a grant if required. Requests to be made to the Federal Treasurer 1 month~~s~~ prior to the next Federal Council Meeting.

13.2 The Federal Council is authorised to consider and grant requests from the Registrar**,** Archivist**,** Officers of the Federal Council Federal Publicity Officer or any Federal Committees for supplementary subsidies during the period between Federal Council Meetings.

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Section 14: Membership of the Association

Eligibility of a **MEMBER** see **Article 3**.1
Admission of a **MEMBER** see Section 5 of the Articles

14.1 A Body Corporate seeking admission to the Association shall complete the membership application form and forward it to the Federal Council. **See Appendix E**

14.2 The Federal Secretary shall forward a copy of the application form together with a copy of the prospective **MEMBER'S** Memorandum and Articles of Association to all **MEMBERS.**

14.3 The **MEMBERS** shall inform the Federal Secretary no later than forty (40) days prior to the next Federal Council Meeting whether they approve or disapprove of the application.

14.4 The Federal Secretary shall then place the application on the Agenda for the next Federal Council Meeting pursuant t**o Section 8 of the Resolutions.**

14.5 If at the subsequent Federal Council Meeting the application is approved, it shall then be listed as a separate Agenda item for the next General Meeting of the Association for approval in accordance with **Article 15.8**.

14.6 A body Corporate being successfully approved for membership to the Association shall pay the entrance fee as pursuant to clause 8.1 of the Articles.

14.7 The Entrance fee shall be determined as pursuant to **Resolution 14.1**.

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Section 15: Membership of the State Divisions

15.1 Overseas Student Memberships

15.1.1 State Association memberships received from overseas students directly to the Federal Council shall be singularly allocated to State Divisions on the same rotational basis as specified for conferences. i.e. Queensland, Tasmania, Western Australia, New South Wales, Victoria and South Australia.

15.2 Fellowship of the Gemmological Association of Australia (FGAA)

15.2.1 State Association member may apply for Fellowship of the Association if they have successfully completed Certificate IV in Gemmological Studies* or the GAA Diploma in Gemmology. *Completed by 31 March 2009

15.2.2 Application for Fellowship to be as follows: **See Appendix F**

15.2.3 Each State Division Management Committee shall forward its recommendations regarding Fellowship on a form containing details set out below, to the Federal Council and Federal Registrar. **See Appendix G**

15.2.4 The Federal Council, will formally notify each applicant within 28 days of consideration of the success or otherwise of their application for Fellowship. The letter of notification shall be signed by the Federal President or their appointee.

15.2.5 The Federal Secretary will forward successful applications to the Federal Registrar endorsed with the date and signature of acceptance.

15.2.6 In the event of an application being unsuccessful, the Federal Secretary shall advise the Management Committee of the State Division within 28 days.

15.2.7 An unsuccessful applicant for fellowship shall have the right to appeal the decision at the next meeting of the Federal Council.

15.2.8 The GAA Constant Booklet be given to FGAA members upon membership renewal each year. Also, to mail out to Australian jewellers and overseas gem associations to promote the GAA.

15.3 Lapsed Fellows of the Gemmological Association of Australia

15.3.1 The former Fellow must also prove current competency by satisfactorily completing the synthetic & gemmology update module or the

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examination attached to the synthetic & gemmology update module within 12 months prior to reapplying.

15.3.2 A non-financial State Association member and diplomate who was also a former Fellow shall apply for reinstatement of both Fellowship and membership as per 15.3.1 before using the affixation FGAA

*15.4 **Post Nominals of the Gemmological Association of Australia***

15.4.1 The affixation FGAA (to signify a Fellow of the Gemmological Association of Australia) shall be used without variation.

15.4.2 The affixation Dip DT (to signify a successful student of Diploma in Diamond Technology) shall be used without variation.

15.4.3 The affixation Dip Gem (to signify a successful student of Diploma in Gemmology) shall be used without variation.

15.4.4 The affixation Dip Gem St (to signify a successful student of Diploma of Gemmological Studies shall be used without variation.

15.4.5 The affixation Dip Gem Val (to signify a successful student of Diploma of Gemmological Studies (Valuations) shall be used without variation.

15.4.6 The affixation GRA (to signify a successful student of Gemmological Research Award) shall be used without variation.

15.4.7 The affixation Dip GR (to signify a successful student of Research Diploma in Gemmology) shall be used without variation.

15.4.8 The affixation Cert IV (Gem) (to signify a successful student of Certificate IV in Gemmological Studies) shall be used without variation.

*15.5 **Honorary Life Membership***

15.5.1 The following procedures must be carried out for the conferring of an Honorary Life Membership shall be conducted in such a manner as to always maintain the confidentiality of the nominee(s) until a vote is taken by the Federal Council.

15.5.2 Under clause 3.4.4 of the Articles the Federal Council may elect as an Honorary Life Member any State Association member who, in the opinion of the Federal Council, has rendered conspicuous or outstanding service to the Association by furthering its objects or work.

15.5.3 Before a member may become eligible for consideration as an Honorary Life Member, they should have:

15.5.3.1 Been an active State Association member for at least 15 years

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15.5.3.2 Contributed to the Association on a National level, performed their duties above and beyond the normal call for which office bearers volunteer when agreeing to take office.

15.5.4 In the case of absolutely outstanding service the Federal Council has the discretion to waive clause Bylaw 15.5.3.2

15.5.5 There shall be a maximum of 25 Honorary Life Members in Australia at one time.

15.5.6 An Honorary Life Member should, whenever possible, be proclaimed at the main dinner of the Association during a Federal Conference.

15.5.7 The State Association member concerned shall be nominated and seconded at a State Divisional Management Committee meeting or at a meeting of the Federal Council. The motion of such nomination shall be carried unanimously by the State Division Management Committee or by the Federal Council as the case may be.

15.5.8 In the case that the nominee is a serving Federal Councillor, Federal Officer, or Chair of a Committee of the Federal Council, the vote taken by the Federal Council shall be by a secret ballot.

15.5.9 A submission shall be prepared setting out the nominee's length of membership of the Association, offices held, if any, and outlining the conspicuous or outstanding service performed by the nominee in recognition of which Honorary Life Membership is proposed.

15.5.10 The State Division Secretary shall make copies of the submission for distribution to all State Divisions and the Registrar no later than one (1) month prior to the next Federal Council Meeting.

15.5.11 All discussions or votes taken by the State Associations and the Federal Council shall be done in camera and committee. No discussions or results of votes taken pertaining to a nomination for Honorary Life Membership shall be recorded in the minutes of such meeting or published in the State Associations' newsletters etc. or in The Australian Gemmologist.

15.5.12 The State Divisions shall indicate in writing to the nominating body and the Federal Council whether the nomination is supported or opposed, and if in opposition the reasons therefore. Such indication shall be made not less than one (1) month prior to the next Annual Federal Conference.

15.5.13 In the event of a nomination for Honorary Life Membership being forwarded to the Federal Council despite dissenting comment from one or more other State Division/s, the dissenting State Division/s have the right to table their written comments at the Federal Conference at which the nomination is presented for formal approval.

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15.5.14 The dissenting State Division/s have the right to withdraw their objections to the nomination prior to the Federal Council Meeting.

15.5.15 The nomination shall be carried unanimously by the Federal Council and forwarded to the AGM of the Association for election.

15.5.16 Any person being elected an Honorary Life Member (HLM) by the Association shall be presented with a badge using the existing membership badge with the words “Hon. Life Member” on a clip at the base.

15.5.17 HLM badge shall be worn without variation.

15.5.18 In the case that the Federal Patron is not an Honorary Life Member of the Association, then the Patron receives the same rights and privileges as an Honorary Life Member of the Association.

15.6 Each Honorary Life Member shall be issued with a card and certificate stating the honorary status and the year in which the honour was accorded. **See Appendix H**

15.7 **Honorary Fellows of the Gemmological Association of Australia**

15.7.1 A person who is not a financial State Association member may be nominated as an Honorary Fellow of the Association by a State

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Management Committee, the Federal Council or by a duly elected committee of the Federal Council and forwarded to the Federal Council.

15.7.2 The nomination shall in writing and shall state the reasons for the awarding of Honorary Fellowship.

15.7.3 The nomination shall be in the hands of the Honorary Secretary thirty (30) days prior to the next Federal Council meeting.

15.7.4 The nomination shall be carried unanimously by the Federal Council and forwarded to the AGM of the Association for ratification and proclamation.

15.7.5 No person who is a lapsed Fellow of the Association shall be eligible for the awarding for the awarding of Honorary Fellowship.

15.7.6 No person who has been expelled from a State Association shall be eligible for the awarding of Honorary Fellowship.

15.8 **Distinguished Service Award of the Gemmological Association of Australia**

15.8.1 This is an award given by the Federal GAA to Division members on the recommendation of the State Council of Management.

15.8.2 To recognise the enormous amount of work that many members do for the GAA at Division level.

15.8.3 State Divisions to recommend their member(s) to Federal Council using the application form and/or a spreadsheet.

15.8.4 The criteria for this award are very broad. Each Division is aware of the people who they think need to be recognised for their contribution. This could include but is not limited to:

15.8.4.1 Service on the State committee

15.8.4.2 Teaching

15.8.4.3 Exam supervision

15.8.4.4 Practical demonstrating

15.8.4.5 Library

15.8.4.6 Stone curating

15.8.4.7 Function organising

15.8.4.8 Fund raising

15.8.4.9 Administration/membership

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15.8.4.10 Working bees

15.8.4.11 Field trip organising

15.8.4.12 Manning stands at shows

15.8.4.13 State newsletters

15.8.4.14 Publicity

15.8.4.15 Course co-ordination/promotion

15.8.4.16 Program/guest speakers

15.8.4.17 Significant donations

15.8.5 Minimum 7 years continuous membership of the GAA, including 7 years' service (not necessarily continuous) to the State Division.

15.8.6 Federal Council can accept nominations at their discretion

15.8.7 Award to take the form of a loupe (For Service) and certificate provided by Federal GAA.

15.8.8 There is no limit to the number of awardees per Division.

15.8.9 State Divisions to maintain a register of recipients, to be recorded on the website database under member service details.

15.9 Certificate of Appreciation of the Gemmological Association of Australia

15.9.1 The certificate of appreciation may be awarded to individuals who are, or are not, members of a State Division

15.9.2 The criteria for the certificate of appreciation are very broad and are intended to recognise individuals that volunteer to undertake above and beyond activities at a Federal Level

15.9.3 Officers of the Federal Council may recommend an individual receive the certificate of application by submission of a nomination to the Federal Secretary for consideration at the next meeting in accordance with submission timelines for Federal Council meetings

15.9.4 Awarding of a certificate of appreciation will be approved by the Federal Council in accordance with voting procedures **See Appendix V**

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Section 16: Entrance Fees, Sustenance and Life Memberships

16.1 A new **MEMBER'S** entrance fee shall be: 1997: $1000.00

16.2 Sustenance

16.2.1 Sustenance shall each year be levied on State Division ordinary members, Fellows, and life members but NOT on Honorary Life members.

16.2.2 Sustenance shall be levied on a semi-annual basis according to the census returns of the 31st December and 30th June of each year and is payable within thirty (30) days.

16.2.3 The amount of sustenance remitted pursuant to 16.2.2 shall be half the annual rate set by the Federal Council in the previous year.

16.2.4 Sustenance whenever possible, should be set at the Federal Council Meeting held during the Annual Federal Conference and will be charged the following year.

16.2.5 Sustenance rates set: Year 2022 2021 Level 2021 AGM 22/5/21 * plus GST # inclusive of GST

16.2.6 Each State Division shall be able to apply for sustenance relief either in full or in part by supplying to the Federal Council the audited accounts which show the financial hardship. The audited accounts must be accompanied by a business plan detailing the rectification of the hardship.

16.2.7 Each State Division may apply to the Federal Council for sustenance relief or deferment as a result of a special project which is to be undertaken. The special project must be supported by a detailed plan which includes a detailed financial statement of the undertaking.

16.3 Life Membership Rates

16.3.1 The Federal Council recommends to the State Divisions that the rate for life membership of a State Association be TWENTY times that of current subscription figures.

16.3.2 The Federal Council recommends to the State Divisions that the practice of purchasing life memberships cease.

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Section 17: Business Plans, Funding

17.1 A business plan should be put forward for the Gemmological Association of Australia.

17.2 That if a State Division has a business plan, a copy of the business plan and any updates be provided to the Federal Council.

17.3 Members may request reimbursement, in part or in full, for travel and associated costs relating to a gemmological event that will provide benefit to the Association and its members. The request must be made in writing and submitted to the Federal Council along with a detailed explanation of how it will benefit the Association and its members. Following the event, a full written report together with copies of receipts and invoices and any other relevant items, articles or documentation must be submitted to Federal Council before the Association will fund the reimbursement. Federal Council will authorise funding of the amount requested in part or full at its own discretion and reserves the right to make the funding conditional wherever it chooses.

17.4 State Divisions seeking reimbursement for costs associated with promoting Federal courses at local events, should put their request in writing to Federal GAA for consideration, prior to the event

17.5 All accounts held at the Westpac Bank to be visible to the token holders of the Association so that they have the ability to (partially) approve invoices as they fall due. ***See Art 21.23***.

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Section 18: Diplomas and Certificates of the Association

18.1 The layout of the Diplomas and Certificates of the Association

18.1.1 The layout of the Diploma in Gemmology **See Appendix I**

18.1.2 The layout of the Diploma in Diamond Technology **See Appendix J**

18.1.3 The layout of the Research Diploma in Gemmology **See Appendix K**

18.2 Layout, Embossing and Font of Diplomas and Certificates

18.2.1 Layout, embossing and font size of all Diplomas and Certificates on which the embossing seal of the Association is embossed shall be as determined by The Board of Studies and Examinations and approved by the Federal Council.

18.2.2 The names to be inscribed on Diplomas and Certificates issued by the Association shall comprise the student's surname and at least one other name. No degrees of other Associations or organisations shall be shown.

18.2.3 The section of the Diploma beginning with the word "of" shall be followed by the name of the State of residence of the diplomate. In the case of overseas students, the place and country of residence shall be quoted.

18.3 Replacement of Diplomas and Certificates

18.3.1 Each diploma and certificate issued by the Association that has been lost or damaged or name change will be replaced by the Federal Registrar when:

18.3.1.1 An application in writing on the prescribed form and accompanied by a statutory declaration shall be made to the Registrar through the State Division whose officers will check the bona fides as required.

18.3.1.2 A Cheque made payable to the Gemmological Association of Australia (Federal) shall accompany the application, to be forwarded by the Registrar to the Federal Treasurer. The cost of replacement for a diploma or certificate shall be $100.00 and for a statement of attainment $50.00.

18.3.2 Diplomas and certificate should be returned by certified mail within thirty (30) days of receipt of application by the Federal Registrar.

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18.3.3 Graduates for superseded qualifications will be granted a letter of extract, in place of replacement certificates, in the case of loss or damage or name change.

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Section 19: Federal Awards, Scholarships and Prizes

19.1 The GAA Medal See Appendix L

19.2 The Geoffrey Tombs Prize

19.2.1 The Geoffrey Tombs Prize shall be awarded to the student achieving the highest aggregate marks in Year 2 Diploma in Gemmology examinations regardless of occupation provided however that the student shall not be a professional lecturer in Gemmology, nor has the student been granted an exemption from course attendance.

19.2.2 Explanation: The Geoffrey Tombs prize is presented by the Association. The Board of Studies and Examinations recommends the form of the Geoffrey Tombs prize to be awarded. The prize usually consists of a bound book or books.

19.2.3 The financial component of the prize given for the Geoff Tombs medal be awarded up to a maximum of $500

19.2.4 The Geoffrey Tombs Medal **See Appendix L**

19.3 The Geoffrey Tombs Fund

19.3.1 That the monies in the Geoffrey Tombs Fund may be used for students undertaking a Research Diploma who require assistance in accessing advanced equipment.

19.3.2 The Geoffrey Tombs Research Fund is available to fund gemmological research by approved applicants. Applicants must be members of the Gemmological Association of Australia, with the GAA Diploma in Gemmology or equivalent and be an Australian resident.

19.3.4 Applications for grants must be forwarded to: The Gemmological Association of Australia

19.3.5 All applicants will be reviewed by a panel of three gemmologists, experienced in research, who are appointed by the Federal Council of the GAA. Details of grant criteria and how to apply are posted on the GAA website at www.gem.org.au.

19.4 The Julia Myers Practical Award

19.4.1 To be awarded to the candidate who submits the best set of answers in the Diploma in Gemmology Gem 2 practical paper, provided they have passed in both the theory papers.

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19.4.2 The financial component of the prize given for the Julia Myers Award be awarded up to a maximum of $500

19.4.3 The Julia Myers Medal **See Appendix L**

19.5 The Sutherland Diamond Award

19.5.1 The Sutherland Diamond award is a silver medallion to be presented to the Diamond student gaining the highest marks, provided that a distinction is obtained.

19.5 Special Awards

19.5.1 Any special Federal Award bestowed by the Federal Council for services, to a State Association members/s is to be recorded in the Bylaws of the Federal Council and the award shall be issued under the criteria specified in the Bylaws.

19.6 Fred Storch Memorial Scholarship

19.6.1 An annual scholarship donated by Storch & Co for a successful student in the GAA Diploma in Diamond Technology.

19.6.2 The scholarship will reimburse the course fees only for one student each year who completes the GAA Diploma in Diamond Technology course.

19.6.3 Applicants must have previously completed the necessary GAA courses that are required prerequisites for entry to the Diploma in Diamond Technology. They must be current financial members of the GAA at the time of the application and hold FGAA status.

19.6.4 Applicants must apply in writing to the BOS&E, explaining how they will apply the knowledge gained from the course. The winner will be selected based on the merit and the content of the application.

19.6.5 The successful applicant will be chosen by a panel of three consisting of one member of the GAA, one representative of Storch and Co., and one representative from the Diamond Guild of Australia.

19.6.6 Closing date for applications is two weeks after the Diploma in Diamond Technology final examinations in each calendar year. The selection panel will convene as soon as practical after applications are received and provide the name of the scholarship winner within two weeks of meeting.

19.6.7 Fred Storch Memorial Scholarship Application Form **See Appendix M**

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18.7 **Certificate of Appreciation of the Gemmological Association of Australia**

18.7.1 The certificate of appreciation may be awarded to individuals are, or are not, members of a State Division

18.7.2 The criteria for the certificate of appreciation are very broad and are intended to recognise individuals that volunteer to undertake above and beyond activities at a Federal Level

18.7.3 Officers of the Federal Council may recommend an individual receive the certificate of application by submission of a nomination to the Federal Secretary for consideration at the next meeting in accordance with submission timelines for Federal Council meetings

18.7.4 Awarding of a certificate of appreciation will be approved by the Federal Council in accordance with voting procedures

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Section 20: Gemstones and Nomenclature

20.1 Nomenclature

20.1.1 The GAA shall adopt the definitions and rules for gemstones, diamonds and pearls of C.I.B.J.O.

20.2 Principles

20.2.1 The maximum simplicity commensurate with scientific accuracy and established scientific practice be the objective.

20.2.1 In the case of a discovery of a new mineral or gem species, the acceptance of a new name shall be conditional upon the acceptance of same by the commission of New Mineral Names of the International Mineralogical Association.

20.2.2 In case of the discovery of an entirely new mineral the case of the discovery of a gem variety of a previously known mineral species, the gem name shall as far as possible follow the mineral name, with possible addition of descriptive terms where necessary (e.g. colour, habit, structure, etc.)

20.2.3 Names that are directly misleading to the general public are undesirable and should be actively discouraged. (e.g., Australian jade instead of Chrysoprase).

20.2.4 Minor varieties of quite well-known gemstones should not be given special names, particularly names based upon locality (e.g. Mookaite).

20.2.5 Stained gemstones should not be given names which are apparently those of other natural mineral species.

20.2.6 Synthetic gemstones should be distinguished by the addition of the adjectival modifier “synthetic” to the appropriate mineral name.

20.3 That the GAA approve in principle the AGIA Opal Certificate as currently acceptable subjective assessment for the quality of opal

20.4 The general term “Gem Material” be used by the Association as a generic term in preference to precious, semi-precious, pearl, diamond, ornamental stone.

20.5 That for scientific purposes the terms “Champagne and Cognac” as diamond descriptions be discouraged.

20.6 That for gemmological purposes the treatment of clarity enhancement of diamonds by fracture filling be disclosed on gemmological reports and that clarity grading of such diamonds not be attempted.

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Section 21: Workplace Health and Safety (WHS)

21.1 Workplace Health and Safety responsivities are allocated between the Federal and State Divisions. GAA Federal and GAA State Divisions are to take the required actions to implement and comply with these responsibilities.

21.2 The GAA Federal WHS action plan responsibilities are:

21.2.1 Conduct and fund the initial WHS audit of each State Division at Federal expense.

21.2.2 Create WHS Manual for each Division at Federal expense

21.2.3 Conduct WHS Audit of each Division every 3 years at Federal expense

21.3 The GAA State Divisions WHS action plan responsibilities are:

21.3.1 Develop plans to address non-conformities identified by the WHS Audit

21.3.2 Implement the WHS Manual

21.3.3 Ensure day-to-day activities in the workplace are managed in accordance with the WHS Manual

21.3.4 Provide Federal Council with Annual WHS reports

21.3.5 Provide Federal Executive with an Annual Statement of Compliance

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Section 22: Miscellaneous Bylaws

22.1 The GAA Gem Testing Laboratory (GSL)

22.1.1 That a Heads of Agreement be sent to the GAA solicitors to be drawn up between Gem Studies Laboratories and the GAA based on the document (with amendments) as presented at the Federal Council Meeting of the 23-11-2002 by the Ad Hoc Diamond Laboratory committee.

22.1.2 Licence fee to be applied toward a scholarship or research project at the complete discretion of the GAA, or to any other special purpose agreed to by the GAA and GSL.

22.2 The GAA Shop: Merchandising Division of Gem-Ed Australia be co-ordinated by Qld Division members.

22.3 The Research Diploma in Gemmology: That a copy of the theses which have been accepted for the awarding of a Research Diploma be made available to each State Association's library

22.4 The Federal President is authorised to be reimbursed for a return economy airfare and up to $200 for one night accommodation for a maximum of six interstate trips per year for the purpose of:

22.4.1 Attending a State Division event, to which the Federal President has been invited to attend, or

22.4.2 Attending an industry event, to which the GAA has been invited to attend or participate, for the purpose of representing and promoting the GAA.

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Section 23: Educational Tours Working Group

23.1 Formation of the Educational Tours Working Group

23.1.1 The Educational Tours Working Group is a working group of the Federal Council of the Gemmological Association of Australia whose principal task is to undertake the planning, organisation, implementation and administrate of international and national tours which incorporate gemmological content

23.1.2. All Federal GAA Educational Tours shall be administered by the Educational Tours Working Group with the support of the Federal Administrator

23.2 Composition of the Educational Tours Working Group

23.2.1 The Educational Tours Working Group is to be composed of State Division members with an interest in educational tours and does not require formal appointment of representatives

23.2.2 The Educational Tours Working Group is to be led by a coordinator/s who are responsible for coordinating the group activities and reporting to the Federal Council on the activities of the working group

23.2.2 The Educational Tours Working Group shall have the administration support of the Federal Administrator

23.3 Finance of the Educational Tours Working Group

23.2.1 The Educational Tours Working Group finances are overseen by the Federal Council with expenditure by approval on a case-by-case basis

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Appendix A: The Preferential Voting System

Each candidate on the ballot paper receives a preference starting from 1.
Firstly, the number 1 preference vote is counted for all the candidates. If a candidate gets more than half the formal first preference votes that candidate is declared the winner.

If, however, no candidate has more than half the votes, the candidate with the fewest first preference votes is eliminated. This candidate's votes are distributed according to the second preferences shown on the ballot paper.

If after counting the votes no candidate has more than half the votes the candidate with least votes is eliminated and the preferences are distributed according to the ballot papers.

This process continues until one candidate has more than the half the votes.

A worked theoretical example:

1.) Fred, Anna and Ben are the candidates.
2.) The total number of votes cast is say 40. (A candidate therefore needs at least 21 votes to be declared the winner.)

1st preference ballot results:
3.) Fred = 12, Anna =15, Ben = 13
4.) Fred's 2nd preferences are then distributed to Anna and Ben according to the ballot papers - seven 2nd preference votes to Anna and five to Ben

2nd preference ballot results:
5) Anna 15+7 =22 Ben 13+5 =18

6) Therefore, Anna is declared the winner.

SOURCE: AUSTRALIAN ELECTORAL COMMISSION: GUIDE TO ELECTION '96

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Appendix B: Code of Conduct

1. The code of Ethics shall apply to all Fellows and State Association members.

2. The conduct of Fellows and State Association members is to be such as to uphold the reputation of the GAA Their responsibility to the community is to be of paramount importance.

3. No state association member is to conduct themself in a manner that creates disharmony or is detrimental to the reputation of the GAA, its **MEMBERS**, sub-committees, officers or members of the State Divisions.

4. Fellows and State Association members shall avoid, and discourage, unsubstantiated statements, misleading descriptions (of gems, synthetic and imitation material), and seek to present correct information with truth and impartiality.

5. Fellows and State Association members should endeavour to explain fully, to members of the public and those untrained in Gemmology, the meaning and importance of gemmological terms and names, especially where these relate to a financial transaction (i.e. buying and selling of gem materials).

6. Fellows and State Association members may not use, for personal gain, nor disclose, confidential information arising out of work performed for their client or employer. They should not, deliberately or carelessly, express professional opinions likely to adversely affect the reputation, business or prospects of other Fellows, or members of the Association.

7. If a Fellow or State Association member seriously believes another Fellow or State Association member to be guilty of unethical, illegal or unfair practice, it is their duty to present such information to the Federal Council for consideration; after notifying the other Fellow or State Association member involved in an appropriate manner.

8. Fellows and State Association members, when engaged in Gemmology, must remain impartial and unbiased at all times and not place themselves under any obligation by means of substantial favours.

9. The code of Ethics shall apply to all Fellows and State Association members.

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Appendix C: Approved Advertisers of the AG

The following list of advertisers are approved:

Industry Suppliers:

A Weiner & Co, ADTC, Apecs, Facets Australia, Hamid Bros, Hikari, John Joris, John Lazos Assoc, K&K Export, Keady Opals, Koodaks, Lenrose, Cody Opal, Metro Diamonds, O'Neils/Affiliated, Storch Diamonds, Twin Plaza Metals, Vital Diamonds, World Shiner, Superior Diamonds, Black Opal Direct, Sherman Opals, Tremac, Seda Opals, Sovereign Gems, Ellendale Diamonds

Jewellers:

Abrecht Bird, Tallulah Jewellery

Auction Houses:

Leonard Joel, Gibson Auctions

Valuers/Labs/Expos:

Symmetry, Klepners, GSL, Vault Valuations, Gemetix Associations / Other Not for Profit: Australian Opal Centre, Diamond Guild, JAA, Lightning Ridge Miners Association, NCJV, Queensland Boulder Opal Association, Gold & Silversmiths Guild, Gemboree, Perth Gem and Mineral Show, Australian Journal Minerology, The Australian Gem & Mineral Expo

Industry Organisations:

Mineralogical Society of Western Australia (MinSocWA)

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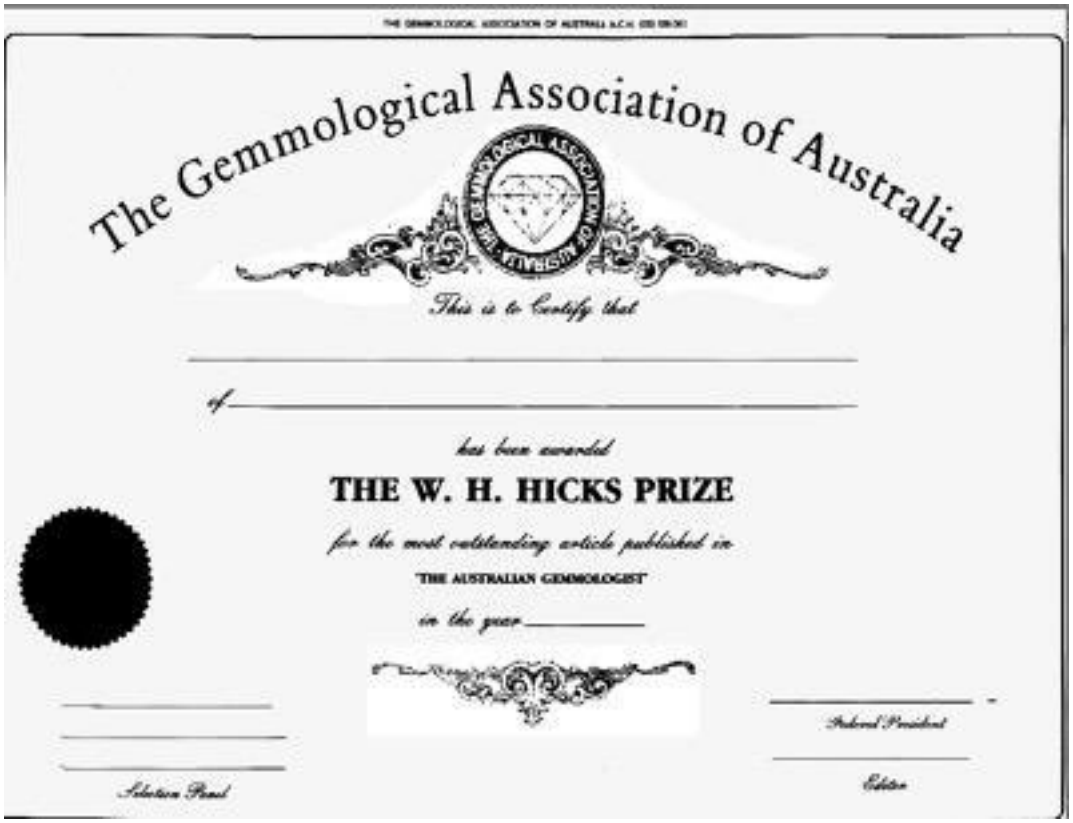
Appendix D: Certificate of the W. H. Hicks Prize of the AG



The Gemmological Association of Australia

This is to Certify that

_____

of _____

has been awarded

THE W. H. HICKS PRIZE

for the most outstanding article published in

THE AUSTRALIAN GEMMOLOGIST

in the year _____

_____ National President

_____ Editor

_____

_____

_____ Selection Panel

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Appendix E: Application Form for Membership of the GAA. ACN 000 106 601

We, _____ Body Corporate Incorporated having resolved at a general meeting, hereby apply to become a **MEMBER** of the Gemmological Association of Australia.

We hereby agree to abide by the Memorandum and Articles of Association and the Bylaws of the Federal Council and any other rules and By-Laws that may be in effect from time to time.

We agree to alter or amend any of our Articles of Association from time to time to ensure continued conformity with the Memorandum and Articles of Association and the Bylaws of the Federal Council and any other rules and By-Laws that may be in effect and acknowledge that failure to comply with the Memorandum and Articles of Association and the Bylaws of the Federal Council and any other rules and By-Laws that may be in effect shall result in the cancellation of our membership of the Gemmological Association of Australia.

We agree that upon the termination or cancellation of our membership from the register of members or the winding up of our Body Corporate Incorporated that any reference to the word ***Gemmological (Gemological)*** or the word ***Australia*** shall not be used in our name.

Upon our acceptance to be a member of The Gemmological Association of Australia, we agree to alter our name to: The Gemmological Association of Australia _____ Division Inc.

We authorise the Federal Secretary to circulate to **MEMBERS** any documents that accompany this application.

signed on behalf of Body Corporate Incorporated

_____ Committee member/President

_____ Committee member/Secretary

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Appendix F: Application Form for Fellowship of the GAA

THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA

I, _____of_____

_____postcode_____

having gained a Certificate IV in Gemmological Studies/Diploma in Gemmology in the year _____ hereby apply for election to Fellow of the Gemmological Association of Australia.

I understand that my Fellowship, if granted, is only valid while I remain a financial member of the Association, and abide by the Memorandum and Articles of Association, Federal Bylaws, Code of Ethics of the Association and any other rules and by-laws that may be in force from time to time.

Dated_____Signed_____

Approved by State Division_____State Secretary_____

Elected by Federal Council_____Federal Secretary_____

Registrar_____ Confirmation sent_____

Registration Number_____

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Appendix G: State Division Referral Form for Applications for Fellowship of the GAA

THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA

_____Division Inc.

APPLICATION FOR FELLOWSHIP

Name_____

Address_____

Diploma No._____

Division: Recommended/not recommended

Federal Council Registrar

Recommend/not recommend

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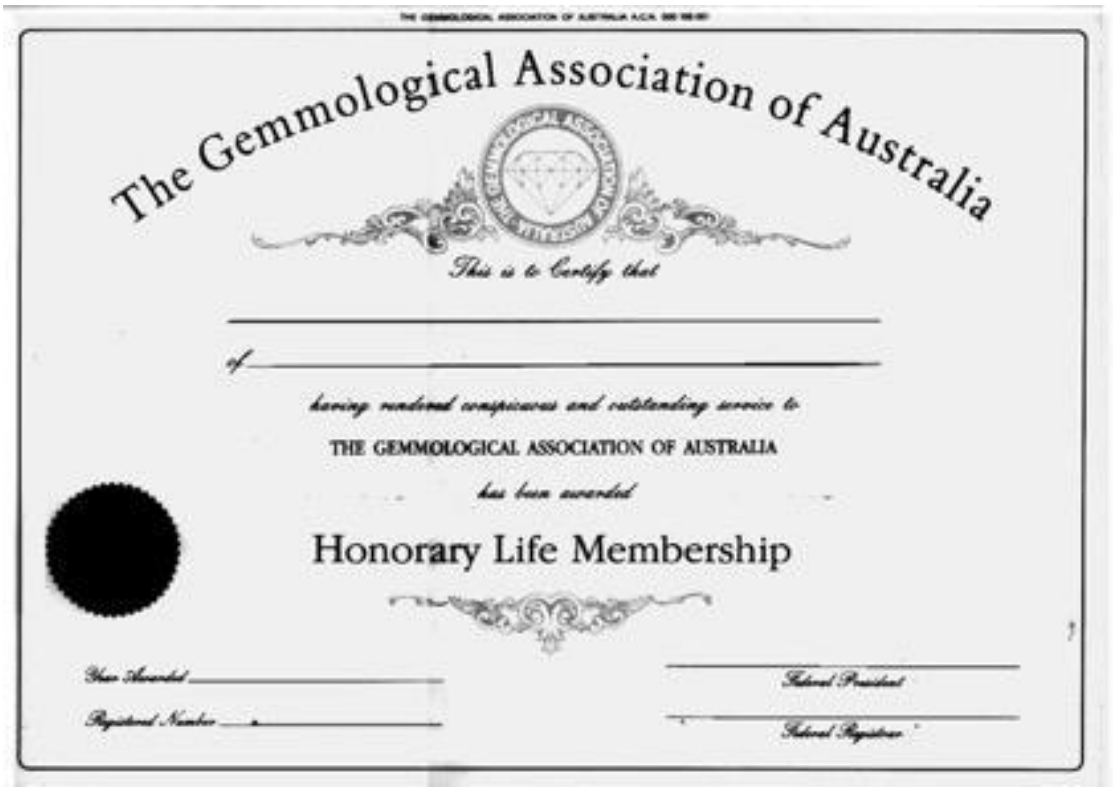
Appendix H: The layout of the certificate of Honorary Life Membership



Appendix I: The layout of the certificate Diploma in Gemmology

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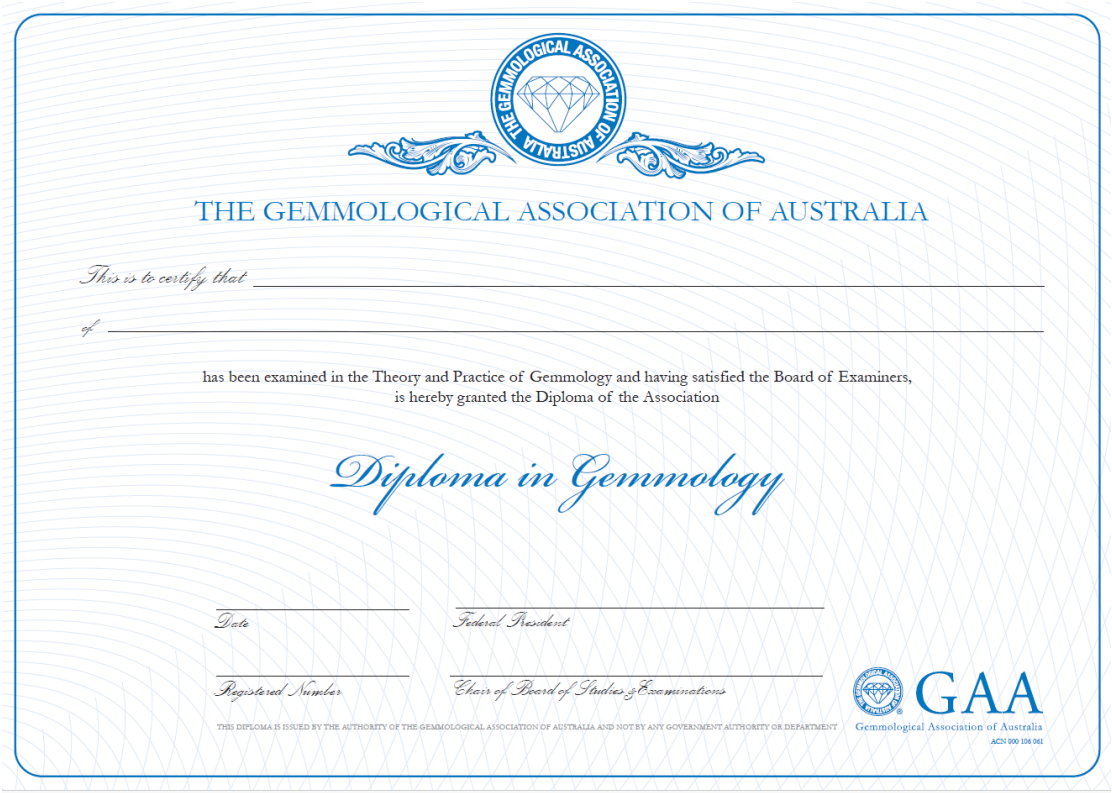

THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA

This is to certify that _____

of _____

has been examined in the Theory and Practice of Gemmology and having satisfied the Board of Examiners, is hereby granted the Diploma of the Association

Diploma in Gemmology

Date _____ *Federal President* _____

Registered Number _____ *Chair of Board of Studies & Examinations* _____

THIS DIPLOMA IS ISSUED BY THE AUTHORITY OF THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA AND NOT BY ANY GOVERNMENT AUTHORITY OR DEPARTMENT

GAA
Gemmological Association of Australia
ACN 000 106 061

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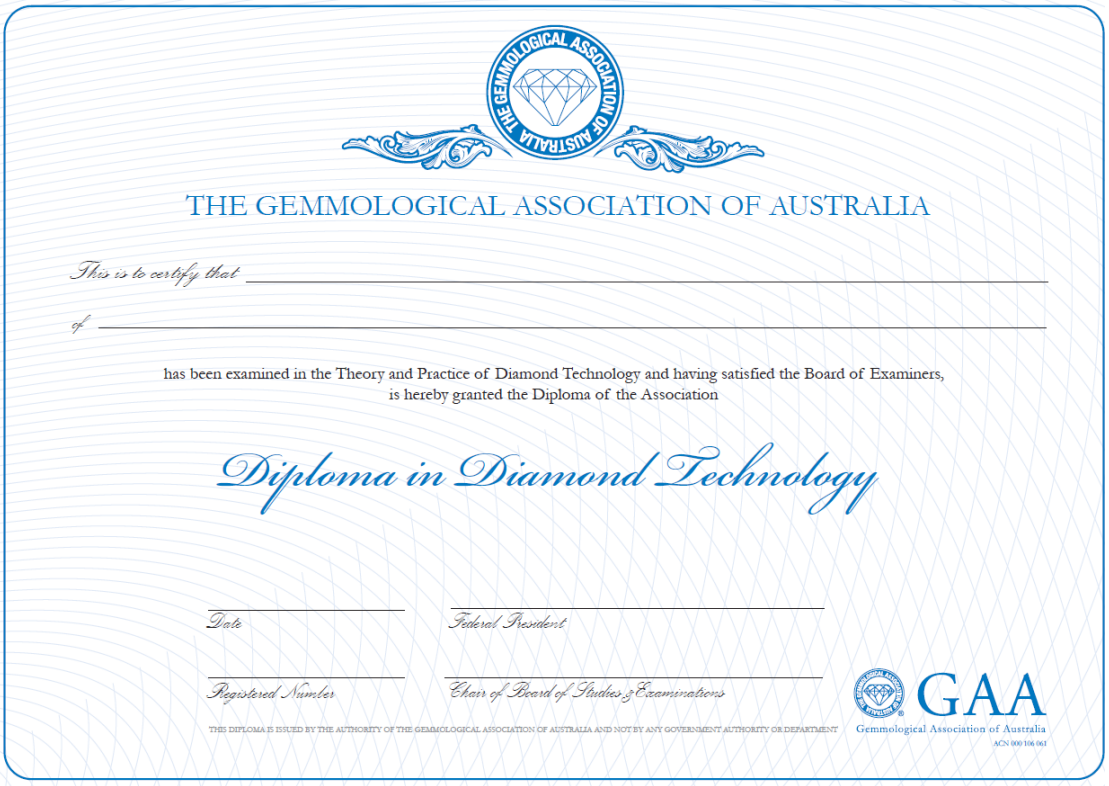
Appendix J: The layout of the certificate Diploma in Diamond Technology



THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA

This is to certify that _____

of _____

has been examined in the Theory and Practice of Diamond Technology and having satisfied the Board of Examiners, is hereby granted the Diploma of the Association

Diploma in Diamond Technology

Date _____ *Federal President* _____

Registered Number _____ *Chair of Board of Studies & Examinations* _____

THIS DIPLOMA IS ISSUED BY THE AUTHORITY OF THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA AND NOT BY ANY GOVERNMENT AUTHORITY OR DEPARTMENT

GAA Gemmological Association of Australia ACN 000 106 061

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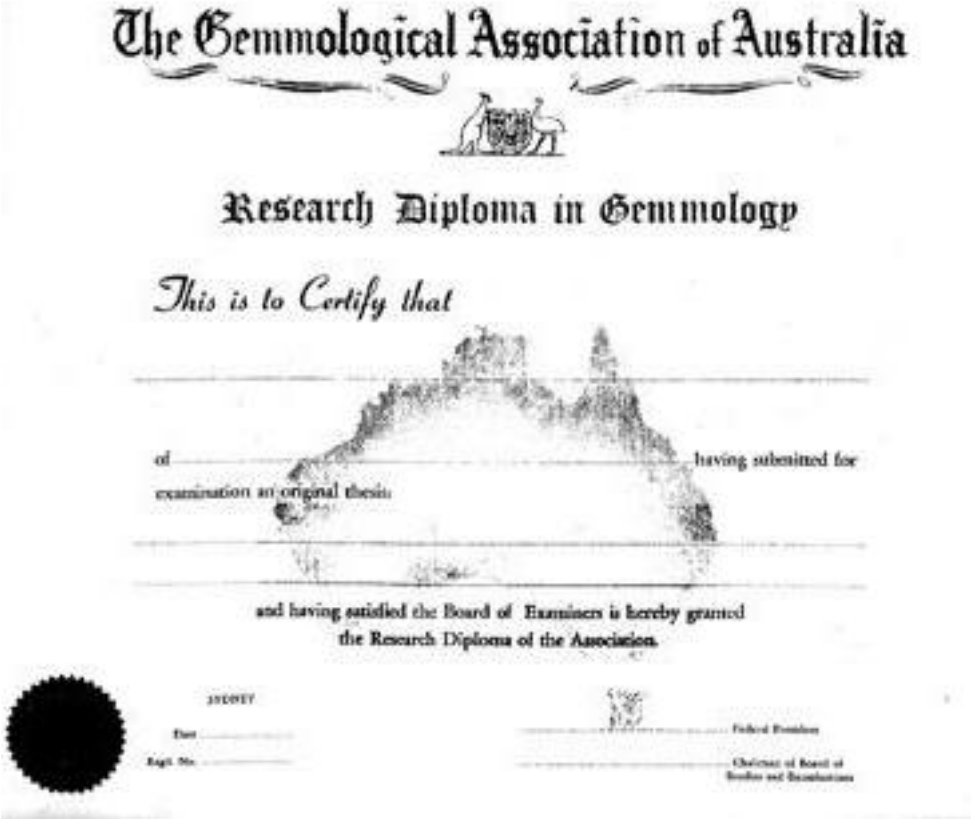
Appendix K: The layout of the Research Diploma in Gemmology



The Gemmological Association of Australia

Research Diploma in Gemmology

This is to Certify that

of ..... having submitted for examination an original thesis

and having satisfied the Board of Examiners is hereby granted the Research Diploma of the Association.

SYDNEY

Date .....

Regd. No. .....

.....

.....

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Appendix L: Medals of the Gemmological Association of Australia

The GAA Medal:

The Geoffrey Tombs Prize Medal:

The Julia Myers Medal:

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Appendix M: Fred Storch Memorial Scholarship Application Form

Contact Details:

Title: _____ First name: _____ Surname: _____

Phone: Work ( ) _____ Home ( ) _____ Mobile _____

Address: Street _____

Suburb _____ State _____ Postcode _____

I enrolled in the Diploma in Diamond Technology Course held in _____ in _____.

(State) (Year)

Supporting Statement:

How will you apply the knowledge gained from the Diploma in Diamond Technology?

_____
_____
_____
_____
_____
_____
_____
_____
_____

Signature: _____ Date: _____

Conditions/Information about the Fred Storch Memorial Scholarship

The GAA is facilitating the offer by Storch and Co. to provide an annual scholarship for a student who completes the GAA Diploma in Diamond Technology course. The conditions of the scholarship are listed below:

1. The scholarship will reimburse the course fees only for one student each year who completes the GAA Diploma in Diamond Technology course.
2. Applicants must have previously completed the necessary GAA courses that are required prerequisites for entry to the Diploma in Diamond Technology. They must be current financial members of the GAA at the time of the application and hold FGAA status.
3. Applicants must apply in writing to the BOS&E (on this form), explaining how they will apply the knowledge gained from the course. The winner will be selected based on the merit and the content of the application. The decision of the selection panel is final and no further correspondence or appeals will be entered into.
4. The successful applicant will be chosen by a panel of three consisting of one member of the GAA, one representative of Storch and Co., and one representative from the Diamond Guild of Australia.
5. The name of the scholarship will be “The Fred Storch Memorial Scholarship”.
6. Closing date for applications is two weeks after the Diploma in Diamond Technology final examinations in each calendar year. The selection panel will convene as soon as practical after applications are received and provide the name of the scholarship winner within two weeks of meeting.

Please send this completed application form to: The Chair – BOS&E PO Box A2175, Sydney South NSW 1235

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Appendix N: Opal Nomenclature

1. Opal Classification

1.1 Opal is hydrated amorphous silica ($SiO_2 .n\ H_2O$) and there are two basic forms of opal described by visual appearance.

1.1.1 **Precious Opal** - is opal which exhibits the phenomena known as "play of colour" and is produced by diffraction light due a micro-structure of orderly arranged silica spheres.

1.1.2 **Common Opal or Potch Opal -** is opal which does not show a "play of colour". The distinction between common opal and potch opal is based on formation and structure. Potch opal is structurally similar to precious opal but has a disorderly sphere arrangement. Common opal shows some degree of micro crystallinity.

2. Types of Natural Opal

2.1 Natural Opal Type 1: this is opal presented in one piece in its natural state other that cutting or polishing and encompasses all opal of the same state or structure and of substantially homogenous chemical composition.

2.2 Natural Opal Type 2: is opal presented in one piece where the opal is naturally attached to the host rock in which it was formed where the host rock is of a different chemical composition and is called **boulder opal.** (*this opal is commonly known as **boulder opal**.)*

2.3 Natural Opal Type 3: is opal presented in one piece where the opal is intimately diffused as infillings of pores or holes or between grains of the host rock in which it was formed and is called **matrix opal.** (*this opal is commonly known as matrix opal*.)

2.4 Varieties of Natural Opal: the variety of natural opal is determined by the two (2) characteristics of ***body tone*** and ***transparency.***

2.4.1 Body Tone: of an opal is different to the **play - of -colours** displayed in precious opals. There are three (3) varieties of natural opal based on body tone. Body tone refers to the relative darkness or lightness of the opal when ignoring the play - of - colour.

2.4.2 1) Black opal is the family of precious opal which shows a **play of colour** within or on a black or dark (grey) body colour when viewed face up and may be designated N1, N2, N3 or N4. (see table below).

2.4.3 2) Dark opal is the family of opal which shows **play-of-colour** within or on a dark or medium dark body tone when viewed face up and may be designated N5 or N6. (see table below).

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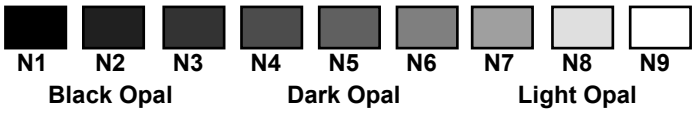
2.4.4 **3) Light opal** is the family of opal which shows a **play-of-colour** within or on a light body when viewed face up and may be designated N7, N8 or N9. The category N9 is referred to as white opal. (see table below).

3. The Body Tone Scale

3.1 The boxes below represent approximate values of body tone in equal 10% intervals from black to white. This is in agreement with all known colour science tables for **tone**. It is illustrated in the commercially available Geological Society of America. The A.G.I.A. body tone scale is being developed using computer graphics and when available will correlate with these charts.

3.2



3.3 Transparency

3.3.1 Opal shows all forms of diaphaneity and ranges from transparent to opaque. Precious opals which are transparent through to semi-transparent are known as **crystal opal.** Crystal opals can also have either a black, dark or light body tone. The term “crystal” in this context refers to appearance not a crystalline structure.

3.4 Opal Treatments

3.4.1 Opal can be subjected to various types of treatment. Present CIBJO guidelines state that any method of treatment other than standard cutting and polishing must be disclosed and the process used specified on all invoices, advertising and commercial documents. Types of treatments include colour enhancement, heating, painting, dying, resins, waxes, oiling or durability (see discussion on composite opals.) Opal body tone is often enhanced (usually altered to appear darker). In some opal inlay jewellery where usually a thin piece of crystal opal is painted black or black glue for example is used to cement the opal in jewellery.

3.5 Composite Natural Opal

3.5.1 **Doublet Opals:** are composites consisting of two pieces where a slice of natural opal is cemented onto a dark base material.

3.5.2 **Triplet Opal:** are a composition of three pieces where a thin slice of natural opal is cemented to a dark base material and a transparent top layer usually glass or quartz.

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3.5.3 **Mosaic Opal and Chip Opals:** are a composition of small flat or irregularly shaped natural opal pieces cemented as a mosaic tile on a dark base material encompassed in a resin.

3.6 Other Categories of Opal

3.6.1 Synthetic Opal

3.6.1.1 **Synthetic opal:** is material that has essentially the same chemical composition and physical structure as natural opal but has been made by laboratory or industrial process. Synthetic composites exist as synthetic doublets, triplets or mosaics and must be disclosed as **synthetic opal composites**.

3.6.1.2 **Imitation Opal:** is material which imitates the **play - of - colour** of natural opal, but does not have the same physical and chemical structure or gemmological constants as natural opal.

3.7 Classification Reports

Classification reports for the following types of opal should include these details:

3.7.1 Natural Opal

3.7.1.1 **Type** of opal

3.7.1.2 **Variety** of opal as **Black opal**, **Dark opal** or **Light opal** with a body classification from N1 (Black) to N9 (White) based on the Body Tone Chart.

3.7.1.3 **Transparency** opaque, translucent or transparent. Note if the specimen is crystal opal.

3.7.1.4 **Type of treatment** and process if known.

3.7.1.5 **Weight** and **Dimensions**

3.7.2 Treated Opal

3.7.2.1 **Type** of opal

3.7.2.2 **Variety** of opal as **Black opal**, **Dark opal** or **Light opal** with a body classification from N1 (Black) to N9 (White) based on the Body Tone Chart.

3.7.2.3 **Transparency** opaque, translucent or transparent. Note if the specimen is crystal opal.

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3.7.2.4 **Type of treatment** and process if known.

3.7.2.5 **Weight** and **Dimensions**

3.7.3 **Composite Opal**

3.7.3.1 **Type of composite** as doublet, triplet, mosaic, or chip opal

3.7.3.2 **Treatment** process, where relevant

3.7.3.3 **Dimensions**

3.7.4 **Synthetic and Imitation**

3.7.4.1 **Gemmological category** including manufacturer (if Known)

3.7.4.2 **Description** (Body Tone)

3.7.4.3 If **Composite**, mention type as doublet, triplet, mosaic or chip

3.7.4.4 **Weight** and **dimensions,** only if composite.

3.7.5 Origin

3.7.5.1 Any indication of the origin of opal by the use of geographical location should not be used unless it is qualified as an indication of the TYPE of locality only as recommended by C.I.B.J.O. (e.g. Lightning Ridge type black opal).

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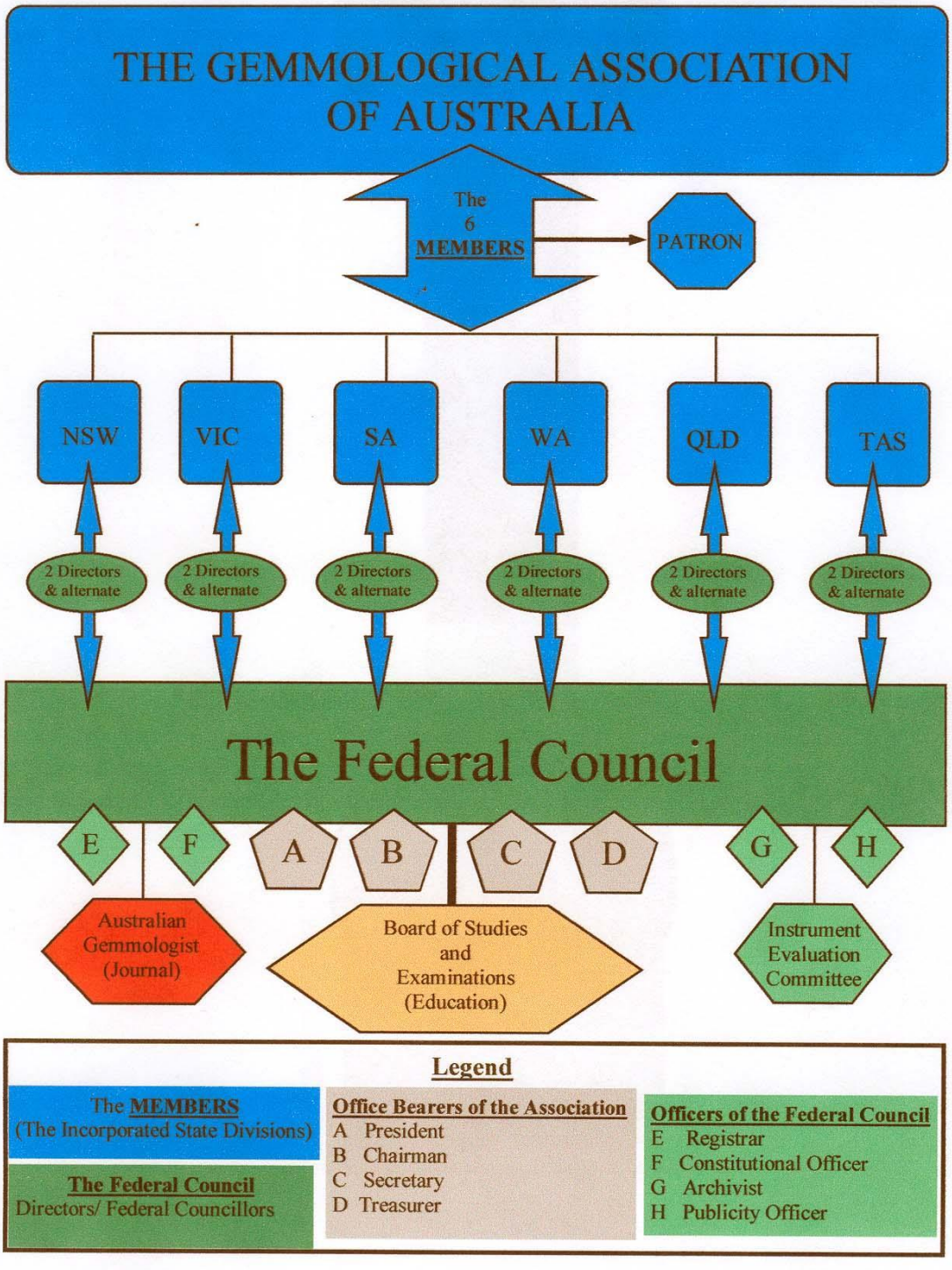
Appendix O: The Flow Diagram of the GAA

The relationship between the Incorporated State Divisions and the Federal Council



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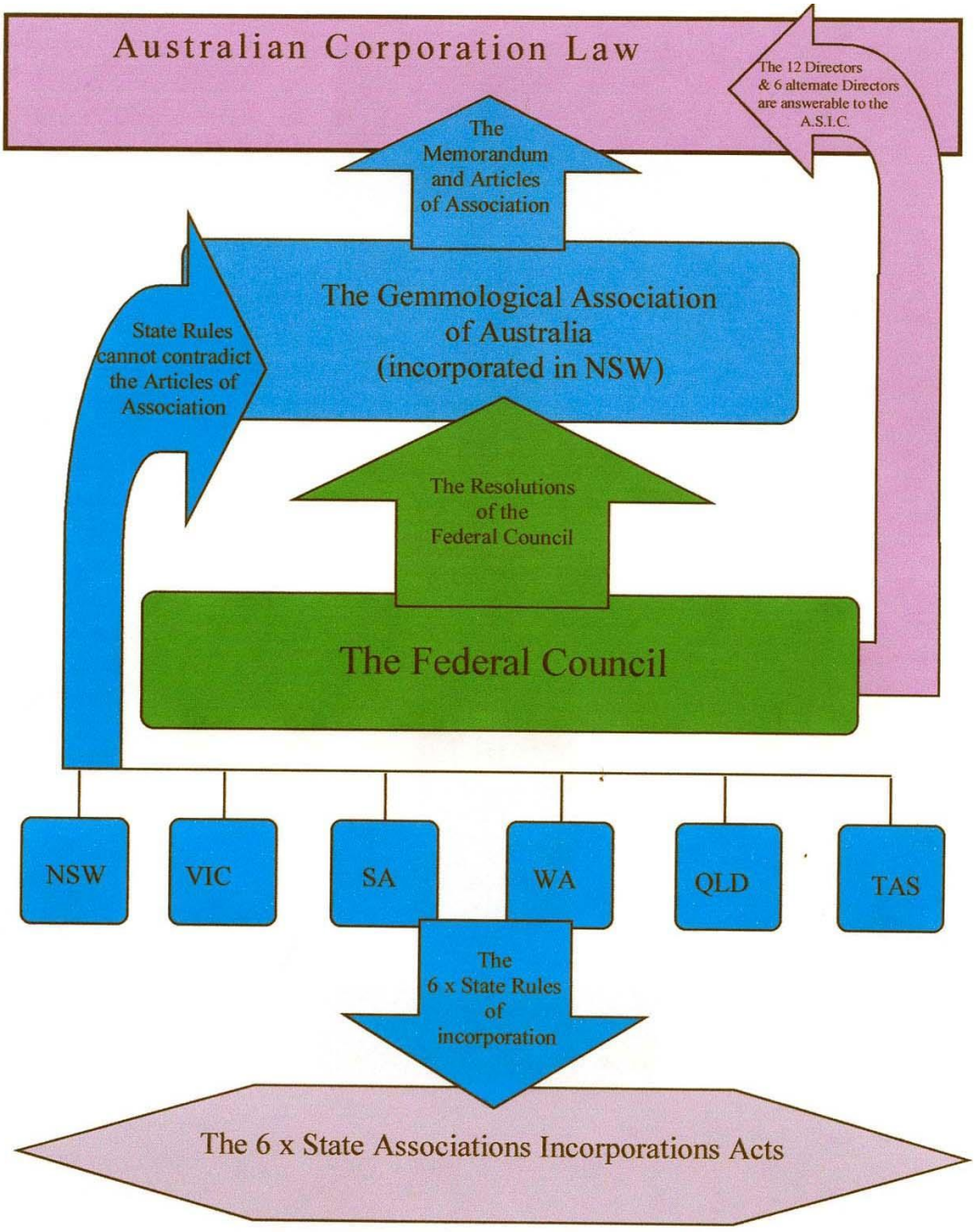
Appendix P: The relationship between the Corporation Law (ASIC), the State Incorporation Law, the Memorandum and Articles of Association, the Federal Bylaws and the States' Rules. FIX IMAGE



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Appendix Q: Timetable of Events of the GAA

January	February	March	April	May	June
Board of Studies and Examinations (BOS&E) forward audit and budget to Federal Treasurer **Committee Chair** forward audit and budget to Federal Treasurer **Conference Host State** must forward progress report on Federal Conference to Federal Executive **Editorial Management Committee** forward audit and budget to Federal Treasurer **State Divisions** ½ year Census return (including names and addresses) forwarded to Federal Treasurer & Registrar	**BOS&E** Diploma of Gemmology (yrs 1&2) commences **Conference Host State** must forward progress report on Federal Conference to Federal Council Registration forms for Federal Conference must be distributed by now **Federal Treasurer** forward ½ yearly grant to Editorial Management Committee distribute updated budget to Divisions for March FCM **State Divisions** ½ sustenance forwarded to Federal Treasurer forward names and addresses of State Management committee to Federal Secretary elect Federal Councillors at 1st committee of management meeting following AGM inform Board of Studies and Examinations of name and address of education officer Financial infomation for Association Liability Insurance proposal	**Federal Council** Hold face-to-face weekend meeting in Adelaide **BOS&E** Diploma of Diamond Technology commences (most States) **Conference Host State** must forward progress report on Federal Conference to Federal Council **Federal Secretary** distribute Agenda items to Federal Councillors, Officers, State Divisions and relevant committees **State Divisions** Link details to be forwarded to Federal secretary Exam questions and answer scheme to be forwarded to BOS&E Complete enrolment numbers for CAL and send to Fed Sec **State Presidents** annual report for inclusion in Federal Conference booklet must be forwarded to Fed Secretary	**Conference Host State** must forward progress report on Federal Conference to Federal Council **Agenda items** Agenda items must be in Federal Secretary's hands 40 days before Annual Federal Conference for distribution to the Divisions **Federal Secretary** distribute notice of meeting of AGM and Federal Council Meeting (including proxy forms) at least 14 days prior to meeting distribute GAA Annual Report including: notice of meeting (AGM), President's report, Secretary's report, Balance sheet, Auditors report, Director's report, State Divisional membership status and proxy form produce Conference booklet including: - notice of meeting (FCM), list of Federal Councillors, Patron's welcome, Chair man's report, State Presidents' reports, Agenda items and proxy form. Send enrolment numbers to CAL **Federal Treasurer** distribute updated budget 4 weeks before Annual Federal Conference **State Divisions** inform Federal Secretary of names and addresses of nominees for the various Committees of the Federal Council	**Annual Federal Conference** must be held before 14th **Federal Secretary** write to Divisions reminding them that their Division's census returns are due on the 31st June **State Divisions** provide a current membership list to the Federal Secretary to establish voting strengths **BOS&E** Gem I Intensive Theory examination second Wednesday in May.	**BOS&E** Diploma in Gemmology (yrs 1&2) mid-year examinations **Federal Secretary** distribute minutes from conference: AGM, Federal Council Meeting, amendments to Federal Bylaws **Constitutional Officer** distribute updated Bylaws and update sheet within 30 days of the conference to State Divisions, Federal Councillors, Officers of the Council and Web master **State Divisions** ½ year Census return (including names and addresses) forwarded to Federal Treasurer & Registrar

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July	August	September	October	November	December
State Divisions ½ sustenance forwarded to Federal Treasurer	**Federal Treasurer** forward ½ yearly grant to Editorial Management Committee **State Divisions** forward name and address of examination officer to Board of Studies and Examinations List of candidates for Diploma in Gemmology and Diploma in Diamond Technology exams to be forwarded to Board of Studies and Examinations	**BOS&E** issue any revisions to Diploma in Gemmology course notes **State Divisions** forward to Board of Studies and Examinations completed exam application forms **Federal Council** Hold face-to-face Weekend meeting in Adelaide	**BOS&E** Diploma in Gemmology year 1 theory exam: 3rd Wed Diploma in Gemmology year 1 Prac exam: Sat & Sun following theory exam Diploma in Gemmology year 2 1st theory exam last Wednesday Diploma in Diamond Technology Exam dates: last Saturday & Sunday	**BOS&E** Diploma in Gemmology year 2, 2nd theory exam 1st Wednesday Diploma in Gemmology year 2 Practical exam Sat & Sun following, 2nd theory exam **Marking Weekend** last weekend of month **State Divisions** inform BOS&E of people attending marking weekend forward Diploma in Gemmology year 1 report by 30th Nov. to BOS&E **Federal Secretary** Renewal of insurance policies	**BOS&E** Diploma in Gemmology year 2 results posted to State Divisions Diploma in Diamond Technology results posted to State Divisions **Federal Secretary** write to Divisions reminding them that their Division's census returns are due on the 1st January **Federal Treasurer** Distribute annual budget to State Divisions **Financial Year** close off books on the 31st

Editorial Management Committee

4 x issues of the Australian Gemmologist to be produced in a calendar year

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Appendix R: Table of Fees and Charges

Course Fees:

Year	Course	Mode	GAA Member's Fee	Non-Members Fee
2026	Diploma in Gemmology - Gem 1	In House, Flexi and Intensive	$5120	+ $500
2026	Diploma in Gemmology - Gem 2	In House, Flexi and Intensive	$5620	+ $500
2026	Gem 1 Repeat immediate repeat with no break	In House, Flexi and Intensive	75% of tuition as new enrolment plus full admin fee. No books or lab fee.	+ $500
2026	Gem 1 Repeat with gap of 12 months or more	In House, Flexi and Intensive	Same tuition and admin fee as new enrolment. No books or lab fee.	+ $500
2026	Gem 1 Repeat Theory Only	In House, Flexi and Intensive	30% of members tuition component only + 60% of admin fee	+ $500
2026	Gem 1 Repeat Practical Only	In House, Flexi and Intensive	70% of members tuition component only + 60% of admin fee	+ $500
2026	Gem 2 Repeat immediate repeat with no break	In House, Flexi and Intensive	75% of tuition as new enrolment plus full admin fee. No books or lab fee.	+ $500
2026	Gem 2 Repeat with gap of 12 months or more	In House, Flexi and Intensive	Same tuition and admin fee as new enrolment. No books or lab fee.	+ $500
2026	Gem 2 Repeat Theory Only	In House, Flexi and Intensive	30% of members tuition component only + 60% of admin fee	+ $500
2026	Gem 2 Repeat Practical Only	In House, Flexi and Intensive	70% of members tuition component only + 60% of admin fee	+ $500
2026	PDG		$2505 + admin fee	+ $500
2026	APDG		$1165 + admin fee	+ $500
2026	Diploma in Diamond Technology		$2485 + admin fee	+ $500
2026	GAA Certificate in Opal Course		$495 including for AOC, Gem-A and CGA	$550

Note: Total course cost is made up of tuition component, admin fee, lab fee and textbook fee.

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Other Fees and Charges:

Fee / Charge	Amount
RES paid to State Divisions	45% of the applicable course fee
Sustenance received from State Divisions	$46.75 inc GST per member twice a year excluding honorary members
Members fee (for new State Divisions)	$1000

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Appendix S: Conference Responsibilities and Fees

Education and Committee Meetings Federal Conference		
Activity	**Responsibility For Organising**	**Responsibility for Cost**
Accommodation: Selecting accommodation within the allocated budget for the delegates subsidised by the Federal Council	State Division	Federal Council
Accommodation: Selecting accommodation within the allocated budget for the delegates not subsidised by the Federal Council	State Division	Attendee
Conference Attendees Database: preparation and distribution of the conference attendees database	Federal Council	Federal Council
Conference Coordination: Appointing a State Division contact person to be responsible for coordinating the conference preparation activities with the Federal Council Executive	State Division	N/A
Education: Provision of speakers or activities appropriate for an Education Symposium	State Division	State Division costs. An education fee is set by the State Division which is paid by attendees
Fees administration: Collection of all fees from attendees irrespective of if subsidised or not subsidised by the Federal Council	Federal Council (to pass on to the State Division)	**Registration fees:** - Federal Council for subsidised attendees - Attendees for non-subsidised attendees **Evening Events:** - Federal Council for subsidised attendees for 1 dinner if the event is a graduation dinner - Attendees for non-subsidised attendees and any dinners exceeding 1 dinner for subsidised attendees **Educational Symposium or Activities:** - Attendees

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Incidentals: Provision of incidental stationery for the sub-committee meetings, Federal Council meeting, Federal Directors meeting and the Annual General Meeting	State Division	Federal Council
Incidentals: Provision of incidental stationery for the Educational Seminar, Symposium or Activity	State Division	State Division
Meals: All meals and refreshments provided as part of the conference meeting activities	State Division	Covered by the daily venue fee which is paid by: Federal Council for subsidised attendees Attendees for non-subsidised attendees
Meals: All meals and refreshments provided as part of the conference Educational Seminar, Symposium or Activity	State Division	State Division costs. An education fee is set by the State and paid by the attendee
Meetings: Preparation of sub-committee meeting schedule	Federal Council	Federal Council
Meetings: Preparation, printing and distributing any documents required for the sub-committee meetings, Federal Council meeting, Federal Directors meeting and the Annual General Meeting	Federal Council	Federal Council
Promotional Materials: Preparation of any information required for creation of promotional materials and coordinating with the communications committee and The Australian Gemmologist	State Division	N/A
Promotional Materials: Preparation, printing and distributing of promotional materials and conference booking forms	Federal Council	Federal Council
Transportation: Transportation between the airport and the accommodation by airport shuttlebus or equivalent	Attendee	Federal Council for subsidised attendees Attendees for non-subsidised attendees
Transportation: Organising transportation between the accommodation and the venue and the activities for the delegates subsidised by the Federal council	State Division	Federal Council (budget to be set prior to conference)
Transportation: Organising transportation between the accommodation and the venue and the	State Division	Attendee

activities for the delegates not subsidised by the Federal council		
Venue: Provision of venue and facilities for conference meetings	State Division	Covered by the daily venue fee which is paid by: Federal Council for subsidised attendees Attendees for non-subsidised attendees
Venue: Provision of equipment required for the meetings of the conference	State Division	Federal Council (only if hired)
Venue: Provision of software to facilitate remote online access to meetings	State Division	Federal Council (if not already owned by the State Division)
Venue: Provision of venue and facilities for the educational symposium	State Division	State Division costs. An education fee is set by the State Division which is paid by attendee
Venue: Provision of equipment required for the educational symposium	State Division	State Division costs. An education fee is set by the State Division which is paid by attendee
Venue: Provision of software to facilitate remote online access to the educational symposium	State Division	State Division costs. An education fee is set by the State Division which is paid by attendee

Committee Meetings Federal Conference In Person Only		
Activity	**Responsibility For Organising**	**Responsibility for Cost**
Accommodation: Selecting accommodation within the allocated budget for the delegates subsidised by the Federal Council	State Division	Federal Council
Accommodation: Selecting accommodation within the allocated budget for the delegates not subsidised by the Federal Council	State Division	Attendee
Conference Attendees Database: preparation and distribution of the conference attendees database	Federal Council	Federal Council
Conference Coordination: Appointing a State Division contact person to be responsible for coordinating the	State Division	N/A

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conference preparation activities with the Federal Council Executive		
Fees administration: Collection of all fees from attendees irrespective of if subsidised or not subsidised by the Federal Council	Federal Council (to pass on to the State Division)	**Registration fees:** - Federal Council for subsidised attendees - Attendees for non-subsidised attendees **Evening Events:** - Federal Council for subsidised attendees for 1 dinner if the event is a graduation dinner - Attendees for non-subsidised attendees and any dinners exceeding 1 dinner for subsidised attendees
Incidentals: Provision of incidental stationery for the sub-committee meetings, Federal Council meeting, Federal Directors meeting and the Annual General Meeting	State Division	Federal Council
Meals: All meals and refreshments provided as part of the conference meeting activities	State Division	Covered by the daily venue fee which is paid by: Federal Council for subsidised attendees Attendees for non-subsidised attendees
Meetings: Preparation of sub-committee meeting schedule	Federal Council	Federal Council
Meetings: Preparation, printing and distributing any documents required for the sub-committee meetings, Federal Council meeting, Federal Directors meeting and the Annual General Meeting	Federal Council	Federal Council
Promotional Materials: Preparation of any information required for creation of promotional materials and coordinating with the communications committee and The Australian Gemmologist	State Division	N/A
Promotional Materials: Preparation, printing and distributing of promotional materials and conference booking forms	Federal Council	Federal Council
Transportation: Transportation between the airport and the	Attendee	Federal Council for subsidised attendees

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accommodation by airport shuttlebus or equivalent if required		Attendees for non-subsidised attendees (budget to be set prior to conference)
Transportation: Organising transportation between the accommodation and the venue and the activities for the delegates subsidised by the Federal council	State Division	Federal Council (budget to be set prior to conference)
Transportation: Organising transportation between the accommodation and the venue and the activities for the delegates not subsidised by the Federal council	State Division	Attendee
Venue: Provision of venue and facilities for conference meetings	State Division	Covered by the daily venue fee which is paid by: Federal Council for subsidised attendees Attendees for non-subsidised attendees
Venue: Provision of equipment required for the meetings of the conference	State Division	Federal Council (only if hired)
Venue: Provision of software to facilitate remote online access to meetings	State Division	Federal Council (if not already owned by the State Division)

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Appendix T: Approved Credit Card Scheduled Payments

Approved Periodic Payment Expenses:

Supplier	Explanation of Expense	Frequency of Expense
Aldi	Federal Admin mobile phone	Monthly
Google	Google workspace subscription	Monthly
Microsoft	Microsoft subscription for Federal Admin laptop	Annual
Adobe	Adobe subscription for Federal Admin laptop	Annual

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Appendix U: Approved Authorisers and Signatories on Accounts

BANK A/C Number	In Bank Signatories	Online Signatories	Administrators
a) 469062 Federal	Leo Hyde Deborah Hudson Ian Dun Michael Cox	Michael Cox Laura Brehaut Leo Hyde Deborah Hudson Ian Dunn	Tarcia Meadows Leo Hyde Steve Dobos Deborah Hudson Ian Dunn
c) 469070 Cash Reserve Opal Course	Leo Hyde Deborah Hudson Ian Dun Michael Cox	Michael Cox Laura Brehaut Leo Hyde Deborah Hudson Ian Dunn	Tarcia Meadows Leo Hyde Steve Dobos Deborah Hudson Ian Dunn
d) 480739 Geoff Tombs Research	Leo Hyde Deborah Hudson Ian Dun Michael Cox	Michael Cox Laura Brehaut Leo Hyde Deborah Hudson Ian Dunn	Tarcia Meadows Leo Hyde Steve Dobos Deborah Hudson Ian Dunn
f) 721133 Expense Account	Leo Hyde Deborah Hudson Ian Dun Michael Cox	Michael Cox Laura Brehaut Leo Hyde Deborah Hudson Ian Dunn	Tarcia Meadows Leo Hyde Steve Dobos Deborah Hudson Ian Dunn
g) 314286 The AG	Leo Hyde Deborah Hudson Ian Dun Michael Cox	Michael Cox Laura Brehaut Leo Hyde Deborah Hudson Ian Dunn Michelle Clark Chris Holdsworth	Tarcia Meadows Leo Hyde Steve Dobos Deborah Hudson Ian Dunn
h) 432745 GemEd	Leo Hyde Deborah Hudson Ian Dun Michael Cox	Michael Cox Laura Brehaut Leo Hyde Deborah Hudson	Tarcia Meadows Leo Hyde Steve Dobos Deborah Hudson Ian Dunn

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Appendix V: Distinguished Service Certificate

THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA

This is to certify that _____

of _____

has been awarded the

Distinguished Service Award

for outstanding service to

THE GEMMOLOGICAL ASSOCIATION OF AUSTRALIA

Date _____

GAA
Gemmological Association of Australia
ACN 000 106 061

_____ _____

Federal President *State President*

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Appendix W: Certificate of Opal Studies

GAA

Gemmological Association of Australia

Certificate of Completion

This is to certify that

has successfully completed the course

Steve Dobos BSc PhD FGAA DipDT
Chair of Board of Studies & Examinations

Passionately educating the industry, gem enthusiasts and consumers about gemstones since 1945

gem.org.au

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Document Information

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Creation Date	2022
Current Revision Author(s)	Deb Hudson
Last Printed	NA

Revision History

Version	Revision Date	Author(s)	Revision Notes
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0.2	28.7.23	Deb Hudson	Draft presented to the Federal Council July 23
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