



Royal Victorian Association of Honorary Justices

Policy on “Representing the Association”

PREAMBLE

This is a policy endorsed by the Board of the RVAHJ. As such, it is binding on all groups, directors, officers and members of the association.

The intention is not to be unnecessarily restrictive. Rather to ensure a consistent and high quality approach and to preserve the high standing of the association.

ACTING ON BEHALF OF THE ASSOCIATION

Any representation on behalf of the Association (including a branch) needs to comply with this policy. This includes anything using the name or logo of the Association (eg correspondence, media releases or comment, verbal representation, eg lobbying MP's).

POLICY

As a general rule and *subject to the following points*, The Board of Directors, at its scheduled meetings, must approve any representation on behalf of the Association (or a branch) and/or use of the name or logo.

- The Board may authorise individuals or groups to act in advance. Such authorisation may be general or specific, open ended or subject to a time restriction.
- In the case of urgency (except involving the media), the President, or in his or her absence, the Vice President, or in his or her absence, the Immediate Past President may authorise individuals or groups to act.
- In the case of urgency involving the media, the Media Liaison Officer or the President, or in their absence, the Vice President or Immediate Past President may act or authorise individuals or groups to act.
- This policy is for external communication and does not apply to communication to members.
- Branches may invite speakers or visitors to attend meetings without any need for approval, however, any lobbying on behalf of the Association (or Branch members) should be approved by The Board.
- Individuals authorised to represent the Association, or Branches, may liaise with local authorities (eg Police, DHS or local government) as required.
- Liaison with authorities at a state level must be approved by the board.
- Routine correspondence from Branches does not require any approval.

LOGO USE

The Association's logo is an important element enabling recognition of the RVAHJ.

- It may be used on Association stationery, certificates, presentations and documents.
- It may be used on Association dress-wear (as approved by The Board).
- Groups may use the logo on their own stationery and documents, subject to the above policy. When they do so, the Group's name must also appear near the logo.
- The Board may use the logo on business cards, which may only include details relating to their position as a councillor (not other business).
- The current logo should be used (although old stocks may be used up).
- The current logo is available in electronic format from the Association's office.
- The logo may appear with the death notice of a member of the Association. The logo is registered with the Herald-Sun. The Board suggests that Groups or individuals would pay for this. The logo may not be used for former members or family of members.
- The logo may only appear in colours approved by The Board.
- The Board approval must be gained for use of the logo for other purposes.

NOTE FOR BRANCHES

Branches are formed under the rules of the Association. Branches are not autonomous, but are an integral part of the Association. To be a member of a Branch, one must first be a member of the Association.