

Constitution of the Game Hunters Association of Australia Inc. (Known as GHAA)



(IA 19212)

Amended October 2011

1. INTERPRETATION

1. In these rules - *Act* means the *Associations Incorporation Act 1981*.
2. A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2. NAME

The name of the incorporated association is, Game Hunters Association of Australia Inc. Known as GHAA generally and herein as *the association*.

3. OBJECTS

The objects of Game Hunters Association of Australia Inc (GHAA) are to:-

1. Promote an interest in game management and safe game hunting.
2. Encourage support for conservation in our environment.
3. Arrange talks and films about game and lawful hunting at appropriate association meetings and events.
4. Arrange trophy displays and related events.
5. Gather and distribute information to association members about game and game hunting.
6. Assist association members by organizing party hunting trips both in Australia and overseas.
7. Prepare and conduct courses of instruction to educate members in safety, hunting, preparation of meat and trophies, bushcraft, survival, ecology, care and safe handling of firearms and ancillary equipment.
8. Maintain liaison with overseas associations.
9. Prepare material on game, game hunting and game management for release to its association members.
10. Encourage wildlife photography.
11. Raise funds to further the objectives of the association.
12. Affiliate and associate with all lawful and ethical bodies formed in Australia and overseas concerned with game hunting, game management and related bodies deemed appropriate.
13. Establish management bodies to select species of game, identify areas, and to manage and conduct agreed aspects of research.
14. Attempt to acquire properties for management and research programmes.

15. Work in conjunction with landholders, local, state and federal authorities and other bodies to bring about a better understanding between hunters, the public and the people who control the land.
16. Establish where possible, game management programmes under the control of a Government authorized body.
17. Establish an effective method of communication to all members for education and the improvement of member relationships.
18. Establish an effective method of communication to all outside persons, bodies and authorities so as to better educate and provide understanding of our objects.
19. Establish association premises and facilities for the use of members and their visitors.
20. Establish and maintain a "Recreation Hunting Association" to provide a lawful and safe environment for its firearm and bow-hunting members.
21. Encourage and assist the formation of associations with similar objects to the Objects of the GHAA and enter relationships with such associations.
22. Do all other things as are conducive or incidental to the attainment of these objects.

4. POWERS

1. The association has in the exercise of its affairs all the powers of a natural person.
2. The association may:-
 - i. Enter into contracts;
 - ii. Acquire, hold, deal with and dispose of property;
 - iii. Make charges for services and facilities it supplies
 - iv. Do other things necessary or convenient to be done in carrying out its affairs.
3. The association may in the future take over the funds and other assets and liabilities of any association, entity or non entity with the agreement of members by way of a General Meeting.
4. The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5. CLASSES OF MEMBERSHIP

1. The membership of the association shall consist of the following classes of members:-
 - i. Ordinary
 - ii. Family
 - iii. Junior
2. The number of ordinary members shall be unlimited.
3. Every applicant for any class of membership shall be proposed by one member of the association and seconded by another member.
4. The application for membership shall be made in writing, signed by the applicant and the applicant's proposer and seconder and shall be in such form as the management committee from time to time prescribes.

5. The management committee shall from time to time be empowered to set out the rules and conditions for each class of members and may create additional classes.

6. MEMBERSHIP FEES

1. The membership fees for each class of membership shall be such sum as the management committee shall from time to time at any committee meeting so determine.
2. The membership fees for each class of membership shall be payable at such time and in such manner as the management committee shall from time to time determine.
3. A non financial member shall not be entitled to vote at any general meeting or remain a member of the management committee.

7. ADMISSION AND REJECTION OF MEMBERS

1. At the next meeting of the management committee after the receipt of any application for membership and the fee applicable for any class of membership, such application shall be considered by the management committee, which shall thereupon determine upon the admission or rejection of the applicant.
2. The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
3. Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
4. Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

8. TERMINATION OF MEMBERSHIP

1. A member may resign from the association at any time by giving notice in writing to the secretary.
2. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
3. A member's membership may be terminated if a member is guilty of misconduct. For the purposes of this constitution, "misconduct" means:-
 - i. Convicted of a criminal offence which in the opinion of the management committee is inconsistent with being of suitable character for membership.
 - ii. Fails to comply with any of the provisions of these rules and rules and conditions imposed by the management committee from time to time.

- iii. Has membership fees or other fees in arrears, unless by consent of the committee.
 - iv. Conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the association.
- 4. If it appears to the management committee that a member may have been guilty of misconduct the Secretary shall, if so desired by the management committee, cause to be given to the such member notice stating the general nature of the conduct which may constitute misconduct and that on a date and a time and place to be specified in such notice the management committee will meet to consider whether he should be dealt with under this rule. such notice shall be given not less than seven (7) clear days before the date so specified therein. At such meeting or at any adjournment thereof the management committee shall allow such member if he is present to give any explanation and state any reasons why he should not be dealt with under this rule. It shall be no objection to the validity of the proceedings at such meeting that all or any members of the management committee have accused the member concerned of misconduct or have initiated (whether as a committee or individually) the holding of such meeting. If the member whose conduct is being considered is a member of the management committee such member shall not vote either on any resolution giving rise to the convening of such meeting or at such meeting.
- 5. If the management committee at such meeting is of the opinion that the member has been guilty of misconduct the management committee may by a resolution in favour of which there have voted a majority of the management committee present and voting impose any one or more of the following penalties:-
 - i. caution the member;
 - ii suspend the member from all or any of the privileges of membership indefinitely or for such period as is thought fit;
 - iii expel the member;
 - iv require the member to pay compensation for damage or loss suffered by a third party as a result, directly or indirectly, of the actions of the member. The privileges of membership shall be suspended until such payment has been made.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 1. A person whose application for membership has been rejected or whose membership has been terminated may, within 14 days of receiving written notification thereof, lodge with the secretary written notice of the person's intention to appeal against the decision of the management committee.
- 2. Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene within 3 months of the date of receipt by the secretary of such notice a general meeting of members to determine the appeal.

3. At any such general meeting the applicant shall be given the opportunity to fully present the applicant's case and the Management committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
4. The appeal shall be determined by the vote of all members present at such meeting.
5. Where a person, whose application for membership is rejected, does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful the secretary shall forthwith refund the amount of any fee paid.
6. If a membership is terminated then any refund of fees will be solely at the discretion of the management committee.

10. REGISTER OF MEMBERS

The management committee shall cause a register to be kept;

1. In which shall be entered the names and residential addresses of all persons admitted to membership of the association, the dates of their admission and firearm/bow licence number if applicable.
2. Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee may require from time to time.
3. The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.
4. The register shall be made available to the Qld Police Service in accordance with their advised requirements.

11. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

1. A member of the association must not:-
 - (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
2. Sub-rule (1) does not apply if the use or disclosure of the information is approved by the association.

12 APPOINTMENT OR ELECTION OF SECRETARY

1. The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:-

- (a) a member of the association elected by the association as secretary; or
- (b) any of the following persons appointed by the management committee as secretary:-

- (i) a member of the associations management committee;
- (ii) another member of the association;
- (iii) another person.

2. If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.
3. If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
4. If the management committee appoints a person mentioned in sub rule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
5. However, if the management committee appoints a person mentioned in sub rule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
6. If the management committee appoints a person mentioned in sub-rule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
7. In this rule— *casual vacancy*, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

13. REMOVAL OF SECRETARY

1. The management committee of the association may at any time remove a person appointed by the committee as the secretary.
2. If the management committee removes a secretary who is a person mentioned in rule 12(1)(b)(i), the person remains a member of the management committee.
3. If the management committee removes a secretary who is a person mentioned in rule 12(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

14. FUNCTIONS OF SECRETARY

The secretary's functions include, but are not limited to:-

1. Calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association.
2. Keeping minutes of each meeting.
3. Keeping copies of all correspondence and other documents relating to the association.
4. Maintaining the register of members of the association.

15. MEMBERSHIP OF MANAGEMENT COMMITTEE

1. The management committee of the association shall consist of a president, vice president, treasurer all of whom shall be members of the association and such number of other members as the members of the association at any general meeting may from time to time elect or appoint.
2. At the annual general meeting of the association all the members of the management committee for the time being shall, subject to sub-rule (6) hereunder, retire from office but shall be eligible upon nomination for re-election.
3. A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
4. The election of officers and other members of the management committee shall take place in the following manner:-
 - i. any two members of the association shall be at liberty to nominate any other members to serve as an officer or other member of the management committee.
 - ii. The nomination, which may be in writing, signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least fourteen days before the annual general meeting at which the election is to take place.
 - iii. Balloting lists shall be prepared if necessary containing the names of the candidates in alphabetical order and each member present at the annual general meeting shall be entitled to vote for any number of candidates not exceeding the number of vacancies.
 - iv. Should at the commencement of the meeting there be an insufficient number of candidates nominated then nominations may be taken from the floor of the meeting.
5. The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised:-
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
6. A member shall not nominate for, or be eligible for appointment as, President if that member has held the position of President continuously for the immediate past 3 years.

16. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

1. A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
2. The resignation takes effect at:-
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.

3. A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
4. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
5. A member has no right of appeal against the members removal from office under this rule.
6. A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

17. VACANCIES ON MANAGEMENT COMMITTEE

1. If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
2. The continuing members of the management committee may act despite a casual vacancy on the management committee.
3. However, if the number of committee members is less than the number fixed under rule 20(1) as a quorum of the management committee, the continuing members may act only to:-
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

18. FUNCTIONS OF MANAGEMENT COMMITTEE

1. Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
2. The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.
3. The management committee may exercise the powers of the association:-
 - (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and

- (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.
4. For sub-rule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:-
- (a) the financial institution for the association; or
 - (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

19. MEETINGS OF MANAGEMENT COMMITTEE

1. Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
2. The management committee must meet at least once every 4 months to exercise its functions.
3. The management committee must decide how a meeting is to be called.
4. Notice of a meeting is to be given in the way decided by the management committee.
5. The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
6. A committee member who participates in the meeting as mentioned in sub-rule is taken to be present at the meeting.
7. A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
8. A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
9. The president is to preside as chairperson at a management committee meeting.
10. If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

20. QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

1. At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

2. If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
3. If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee:-
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
4. If, at an adjourned meeting mentioned in sub-rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

21. SPECIAL MEETING OF MANAGEMENT COMMITTEE

1. If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
2. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
3. A request for a special meeting must state:-
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
4. A notice of a special meeting must state:-
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
5. A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

22. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.
2. To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

23. DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

1. The management committee may delegate any of its powers to a subcommittee consisting of such members of the association as the management committee thinks fit.
2. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the management committee.
3. A subcommittee may elect a chairperson of its meetings.

4. If no such chairperson is elected or if at any meeting the chairperson is not present with ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson of the meeting.
5. A subcommittee may meet and adjourn as it thinks proper.
6. Questions arising at any meeting shall be determined by a majority of votes of the members present and in the case of an equality of votes the question shall be deemed to be decided in the negative.

24. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

1. An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
2. Sub-rule (1) applies even if the act was performed when:-
 - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

25. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

1. A resolution in writing signed by all the members of the management committee for the time being entitled to receive notice of a meeting of the management committee shall be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held.
2. Any such resolution may consist of several documents in like form each signed by one or more members of the management committee.

26. ANNUAL GENERAL MEETINGS

Each annual general meeting must be held:-

- a. at least once year; and
- b. within six months after the end of the association's reportable financial year

27. NOTICE OF GENERAL MEETING

1. The secretary shall convene all general meetings of the association by giving not less than fourteen days notice of any such meeting to the members of the association.
2. The manner by which such notice shall be given shall be determined by the management committee.
3. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

28. BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

1. The receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the association for the last financial year.
2. The receiving of the auditor's report on the financial affairs of the association for the last financial year.
3. The presenting of the audited statement to the meeting for adoption.
4. The election of members of the management committee.
5. The appointment of an auditor.

29. QUORUM AT GENERAL MEETING

1. The quorum for a general meeting is at least double the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
2. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
3. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present the meeting if convened upon the requisition of members of the management committee or the association shall lapse.
4. In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the management committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting the members present shall be a quorum.
5. The chairperson may with the consent of the meeting at which a quorum is present and shall if so directed by the meeting adjourn the meeting from time to time and from place to place but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
6. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
7. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

30 PROCEDURE AT GENERAL MEETING

1. A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
2. A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present at the meeting.
3. At each general meeting:-
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and

- (c) the chairperson must conduct the meeting in a proper and orderly way.

31 VOTING AT GENERAL MEETING

1. At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
2. Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
3. A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
4. The method of voting is to be decided by the management committee.
5. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
6. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
7. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

32 SPECIAL GENERAL MEETING

1. The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after:-
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by:-
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee:-
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
2. A request mentioned in sub-rule (1)(b) must state:-
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
3. A special general meeting must be held within 3 months after the secretary:-
 - (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in sub-rule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub-rule (1)(c).
4. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

33 PROXIES

1. An instrument appointing a proxy must be in writing and be in the following or similar form:-

[Name of association]:

I, _____ of _____, being a member of the association, appoint _____

of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____ day of _____ 20____

and at any adjournment of the meeting.

Signed this _____ day of _____ 20____.

Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions on notice —

[List relevant resolutions]

2. The instrument appointing a proxy must:-
 - (a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - (b) if the appointor is a corporation:-
 - (i) be under seal; or
 - (ii) be signed by a properly authorised officer or attorney of the corporation.
3. A proxy may be a member of the association or another person.
4. The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot, on matters on notice brought before the meeting.
5. Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
6. A proxy instrument must be completed fully by the appointor, and the vote recorded by appropriately striking out which ever does not apply in the section marked *in favour of/*against.
7. If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the manner set out in 33.1 above.
8. Proxies may only be used to vote on a matter set out on the notice for a meeting and not general business.

34 MINUTES OF GENERAL MEETINGS

1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
2. To ensure the accuracy of the minutes—
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next

- meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
3. If asked by a member of the association, the secretary must, within 28 days after the request is made—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
 4. The association may require the member to pay the reasonable costs of providing copies of the minutes.

35 BY-LAWS

The management committee may from time to time make, amend or repeal by-laws not inconsistent with these rules, for the internal management of the association and any by-law may be set aside by a general meeting of members.

36 ALTERATION OF RULES

1. Subject to the provisions of the *Associations Incorporation Act 1981* and amendments thereto, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
2. However an amendment, rescission or addition is valid only if it is registered with the Dept of Fair Trading (Qld).

37 FUNDS AND ACCOUNTS

1. The funds of the association must be kept in the name of the association in a financial institution decided by the management committee.
2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the association and the particulars usually shown in books of a like nature.
3. All moneys shall be deposited as soon as practicable after receipt thereof.
4. All amounts of \$100 or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorized from time to time by the management committee.
5. Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.
6. The management committee shall determine the amount of petty cash which shall be kept.
7. All expenditure shall be approved or ratified at a management committee meeting.
8. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:-
 - i. The income and expenditure for the financial year just ended.

- ii. The assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.
- 9. The auditor must examine the statement prepared under subsection (8) and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 10. The income and property of the association must be used solely in promoting the association's objectives and exercising the association's powers.

38 COMMON SEAL

- 1. The management committee must ensure the association has a common seal.
- 2. The common seal must be:
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- 3. Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.

The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the association.

39 GENERAL FINANCIAL MATTERS

- 1. On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 2. The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

40 DOCUMENTS

The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the association.

41 FINANCIAL YEAR

The financial year of the association shall close on the last day of June in each year.

42 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 1. This section applies if the association is wound-up under part 10 of the Act and there are surplus assets.
- 2. The surplus assets must not be distributed among the members but must be given to another entity:-
 - i. That has objectives similar to the association's objectives.

- ii. The rules of which prohibit the distribution of the entity's income and assets to its members.
3. In this section "surplus assets" has the meaning given by section 92(3) of the Act.