



Constitution of Queensland Fencing Association Incorporated

IA04929

**Adopted: 03/11/2018
Reviewed: November 2019
To be Reviewed: 2021**

1. Interpretation

(1) In these Rules—

Act means the *Associations Incorporation Act 1981*.

present—

- a. at a Management Committee meeting, see rule 23(6); or
- b. at a general meeting, see rule 37(2).

(1) 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) Family means at least one person in a caregiver role (e.g. mother, father etc) and at least one child under 18 years of age.

2. Name

The name of the incorporated Association is Queensland Fencing Association Incorporated (***the Association***).

3. Objects

The objects of the Association are—

- (1) To facilitate the sport of fencing in Queensland for people of all ages, cultures, and abilities;
- (2) To provide a fair, safe and inclusive environment for all participants in fencing in Queensland;
- (3) The Association may affiliate with the Australian Fencing Federation Limited, and subscribe to, become a member of and co-operate with any other Association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association;
- (4) As a member of the Australian Fencing Federation Limited (the Company), the Association must:
 - a. advise the Company as soon as practicable of any serious administrative, operational or financial difficulties the Member State is having;
 - b. assist the Company in investigating those issues; and
 - c. cooperate with the Company in addressing those issues;
 - d. comply with any direction properly given by the Company.

4. Powers

(1) The Association has the powers of an individual.

(2) The Association may, for example—

- a. enter into contracts; and
- b. acquire, hold, deal with and dispose of property; and
- c. make charges for services and facilities it supplies; and
- d. do other things necessary or convenient to be done in carrying out its affairs.

(3) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

5. Classes of members

(1) The membership of the Association consists of ordinary members, in any of the following classes of members—

	Membership Category	Definition
(a)	Individual Member	A person who is aged 18 years and above, registered to fence competitively, officiate or coach in Queensland, who subject to this Constitution, shall have the right to receive notice of General Meetings and to be present, to debate and to vote at General Meetings.
(b)	Junior Member	A person who is aged under 18 years, registered to fence competitively in Queensland, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.
(c)	Participative Member	A person who is registered as a School Member, or a non-competitive Club member and is not eligible to compete in State, National or International level competitions, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.
(d)	Honorary Life Members	A Life Member has been accepted at an Annual General Meeting under the conditions of the current By-Laws, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.
(e)	Honorary Member	Person or organisation invited to hold membership by the Management Committee in the interest of Queensland Fencing Association Incorporated for such a period as may be deemed appropriate and appointed according to the current By-Laws and who has no right to be present or debate or vote at General Meetings.
(f)	Volunteer Support Member	A person who is aged 18 years and above, who is registered as a volunteer or supporter working with the Association or is member of the Management Committee, who subject to this Constitution, shall have no right to receive notice of General Meetings and no right to be present or debate or vote at General Meetings.

(g)	Temporary Member	A person who has made an application to join the Association as an Individual Member, Junior Member or Volunteer Support Member. Such Temporary Membership shall be granted for a period not exceeding 30 days and until the Management has met to consider the application for membership as an Individual Member, Junior Member or Volunteer Support Member pursuant to this Constitution. A Temporary Member has no right to be present or debate or vote at General Meetings.
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Note: Competitive fencing categories are not the same as member voting categories and are defined in the by-laws and policies of the Association.

6. Limited membership

(1) The number of ordinary members is unlimited.

7. New membership

(1) An applicant for membership of the Association must be proposed by 1 member of the Association (the **proposer**) and seconded by another member (the **seconder**).

(2) An application for membership must be—

- a. in writing; and
- b. signed by the applicant and the applicant's proposer and seconder; and
- c. in the form decided by the Management Committee, subject to the requirements of these Rules.

(3) The application form must:

- a. identify information that is required to be disclosed to the Association;
- b. require an applicant to acknowledge that by making application for membership they are agreeing to be bound by these Rules, by the Association's by-laws and policies, and those of the Australian Fencing Federation which apply to the Association's members.

8. Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership (if any)—

- a. is the amount decided by the Management Committee from time to time at any general meeting of the Management Committee;
- b. may increase annually with the rate of CPI from the previous year or by some other reasonable measure at the discretion of the Management Committee.
- c. is payable when, and in the way, the Management Committee decides.

- d. The Management Committee has the power to waive membership fees at their absolute discretion.

9. Admission and rejection of new members and suspension of membership

- (1) The Management Committee must consider an application for membership at the next Committee meeting held after it receives—
 - a. the application for membership; and
 - b. the appropriate membership fee for the application.
- (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 person's 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) The Management Committee must decide at the meeting whether to accept or reject the application, subject to a decision of the Committee that it requires further information before it can determine the application.
- (4) The Management Committee, at its complete discretion, may accept an application that does not comply with the requirements of clause 7.
- (5) The Management Committee may, at its complete discretion, reject an application. Without limiting the discretion of the Management Committee, it may reject an application on grounds that include, but are not limited to:
 - a. the person has been charged with or convicted of an offence that would be a disqualifying offence under the *Working with Children (Risk Management and Screening) Act 2000* as amended from time to time, or any statute which replaces that Act (a "disqualifying offence");
 - b. the person has been convicted of an indictable offence;
 - c. the person has, in the reasonable opinion of the Management Committee, engaged in conduct which would bring the Association into disrepute; or
 - d. the person has failed to disclose in the application that he or she has been charged or convicted of a disqualifying offence or an indictable offence;
 - e. a direction, recommendation or advice of the Australian Fencing Federation.
- (6) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (7) The decision of the Management Committee about the acceptance or rejection of an application is final and no appeal of that decision can be made, under these Rules or otherwise. The

Management Committee cannot be required to provide any reasons for its decision to accept or reject an application.

- (8) The secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.
- (9) If the Management Committee rejects an application, as soon as practicable after the decision is made or any appeal of the decision is rejected, the secretary of the Association must return to the applicant any fees forwarded with the application.
- (10) At any time after a person has been accepted into any class of membership, the Management Committee may suspend a person's membership if the Management Committee is of the reasonable opinion that it is appropriate or necessary to protect the interests or safety of other members or of the Association. If the Management Committee determines to suspend a person's membership it must inform the person in writing of the decision, including by identifying what rights and entitlements of membership the person is not allowed to exercise during the period of suspension.
- (11) No later than 60 days after a decision of suspension has been communicated to the member, the Management Committee must provide the member with an opportunity to make submissions to the Management Committee to have the suspension revoked.
- (12) Within 14 days of the Management Committee receiving a submission under sub-clause 9(10), the Committee must decide if the suspension should be lifted or renewed for a further 60 days, or for such other period as the Committee considers appropriate.
- (13) If a suspension has been renewed under sub-clause 9(12) a person may appeal the suspension decision by the process provided for in clauses 11 and 12.
- (14) The Management Committee may end a suspension at its discretion.
- (15) The Management Committee may alter the conditions of a suspension at any time if it is appropriate or necessary to do so, in its reasonable opinion. The Management Committee must as soon as practicable inform the member of an alteration and must provide the member with an opportunity to make submissions to the Management Committee about the alteration. Within 14 days of the Management Committee receiving such a submission it must determine whether to continue, amend or remove the conditions. A member may appeal that decision by the process provided for in clauses 11 and 12.

10. When membership ends

- (1) A member may resign from the Association by giving a 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) The Management Committee may terminate a members' membership at the proper direction of the Company or if the member—

- a. is or has been at any time convicted of a serious offence;
 - b. does not comply with any of the provisions of these rules; or
 - c. has membership fees in arrears for at least 2 months; or
 - d. has been charged with or convicted of a disqualifying offence or an indictable offence and fails to inform the Management Committee promptly of that charge or conviction; or
 - e. breaches any conditions imposed by the Association upon the member without reasonable excuse;
 - f. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the Management Committee terminates a members' membership, other than at the direction of the Company or, for the reason (or for reasons including the reason) that the member has been convicted of a serious offence, the Committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) Before the Management Committee terminates a member's membership at the direction of the Company or for the reason (or for reasons including the reason) that the member has been convicted of a serious offence, the Committee must inform the member that their membership will be terminated subject to the member demonstrating exceptional circumstances.
- (6) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the secretary of the Committee must give the member a written notice of the decision.
- (7) The termination of membership is effective immediately upon the Management Committee so resolving, subject to the person exercising any right of appeal provided for in these Rules.
- (8) A "serious offence" for purposes of this clause is
- a. a disqualifying offence, an indictable offence or any other offence which the Management Committee reasonably declares in a by-law or policy is a serious offence for purposes of this clause, and
 - b. results in the imposition of custodial sentence or an order which excludes the person working with children.

11. Appeal against termination or suspension of membership

- (1) A member whose membership has been suspended or terminated, other than a person whose membership has been terminated because of a conviction for a serious offence, may give the secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12. General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the member must be given a full and fair opportunity to show why the membership should not be suspended or terminated.
- (3) Also, the Management Committee and the members of the Management Committee who suspended or terminated the membership must be given a full and fair opportunity to show why the appeal should be rejected.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

13. Register of members

- (1) The Management Committee must keep a register of members of the Association.
- (2) The register must include the following particulars for each member—
 - a. the full name of the member;
 - b. the postal or residential address of the member;
 - c. the date of admission as a member;
 - d. the date of death or time of resignation of the member;
 - e. details about the termination or reinstatement of membership;
 - f. any other particulars the Management Committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the Association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14. 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 or commercial 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) Subrule (1) does not apply if the use or disclosure of the information is approved by the Association.

15. 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 Association's 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 subrule (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 subrule (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 subrule (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.

16. 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 15(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 15(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.

17. Functions of secretary

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

- a. 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; and
- b. keeping minutes of each meeting; and
- c. keeping copies of all correspondence and other documents relating to the Association; and
- d. maintaining the register of members of the Association.

18. Membership of Management Committee

- (1) The Management Committee of the Association consists of a minimum of five members to a maximum of nine members, including president, secretary and treasurer, of mixed gender, which the Association members elect at an annual general meeting.
- (2) A paid employee or contractor may not be elected or appointed as a voting member of the Management Committee.
- (3) A member of the Management Committee, other than a secretary appointed by the Management Committee under rule 15(1)(b)(iii), must be a member of the Association.
- (4) At each annual general meeting of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
- (5) A member of the Association may be appointed to a casual vacancy on the Management Committee under rule 21.
- (6) A Management Committee member who holds office for a period of 4 consecutive 1-year terms (the maximum period) in any position or 10 years in the aggregate, is not eligible for election from the period which follows the Annual General Meeting at which the maximum period was completed.

19. Electing the Management Committee

- (1) A member of the Management Committee may only be elected as follows—

- a. any 2 members of the Association may nominate another member (the *candidate*) to serve as a member of the Management Committee;
- b. the nomination must be—
 - i. in writing; and
 - ii. signed by the candidate and the members who nominated him or her; and
 - iii. given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
- c. each member of the Association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Management Committee;
- d. if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) 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.

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting.

(4) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(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.

20. 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 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.

21. 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 24(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.

22. 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.

Note—

The Act prevails if the Association's Rules are inconsistent with the Act—see section 1B of 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 Association's 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 subrule (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.

23. 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 5 times per year 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. The contemporaneous linking together by telephone or other electronic means of a number of the Management Committee sufficient to constitute a quorum, may constitute a meeting of the Management Committee and all the provisions in this Constitution relating to meetings of the Management Committee apply.
- (6) A Committee member who participates in the meeting as mentioned in subrule (5) 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.

24. 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 subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25. 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 Management Committee by giving each member of the Management 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.

26. 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.

27. Appointment of subCommittees

- (1) The Management Committee may appoint a subCommittee consisting of members of the Association considered appropriate by the Committee to help with the conduct of the Association's operations.
- (2) A member of the subCommittee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- (3) A subCommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subCommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subCommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28. 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) Subrule (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.

29. Resolutions of Management Committee without meeting

- (1) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a Committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

30. Annual general meetings

Each annual general meeting must be held—

- a. at least once each year; and

- b. within 6 months after the end date of the Association's reportable financial year.

31. Business to be conducted at annual general meeting of level 1 incorporated Associations and particular level 2 and 3 incorporated Associations

(1) This rule applies only if the Association is—

- a. a level 1 incorporated Association; or
- b. a level 2 incorporated Association to which section 59 of the Act applies; or
- c. a level 3 incorporated Association to which section 59 of the Act applies.

(2) The following business must be conducted at each annual general meeting of the Association—

- a. receiving the Association's financial statement, and audit report, for the last reportable financial year;
- b. presenting the financial statement and audit report to the meeting for adoption;
- c. electing members of the Management Committee;
- d. for a level 1 incorporated Association—appointing an auditor or an accountant for the present financial year;
- e. for a level 2 incorporated Association, or a level 3 incorporated Association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

32. Business to be conducted at annual general meeting of other level 2 incorporated Associations

(1) This rule applies only if the Association is a level 2 incorporated Association to which section 59A of the Act applies.

(2) The following business must be conducted at each annual general meeting of the Association—

- a. receiving the Association's financial statement, and signed statement, for the last reportable financial year;
- b. presenting the financial statement and signed statement to the meeting for adoption;
- c. electing members of the Management Committee;
- d. appointing an auditor, an accountant or an approved person for the present financial year.

33. Business to be conducted at annual general meeting of other level 3 incorporated Associations

(1) This rule applies only if the Association is a level 3 incorporated Association to which section 59B of the Act applies.

(2) The following business must be conducted at each annual general meeting of the Association—

- a. receiving the Association's financial statement, and signed statement, for the last reportable financial year;
- b. presenting the financial statement and signed statement to the meeting for adoption;
- c. electing members of the Management Committee.

34. Notice of general meeting

- (1) The secretary may call a general meeting of the Association.
- (2) The secretary must give at least 14 days' written notice of the meeting to each member of the Association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The Management Committee may decide the way in which the notice must be given. A notice given by email or other electronic means is deemed to be received by 8am the next day. A notice given by mail is deemed to be received the second business day after posting.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

35. Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee at the close of the Association's last annual general meeting plus 1.
- (2) However, if all members of the Association are members of the Management Committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Association—
 - a. the meeting is to be adjourned for at least 7 days; and
 - b. the Management Committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

36. Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person or by using any technology that reasonably allows the member to hear and take part in discussions as they happen, subject to the reasonable discretion of the Management Committee and the Chairperson.
- (2) A member who participates in a meeting as mentioned in subrule (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.

37. 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 matter shall be decided in the negative.
- (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 such members as necessary 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.

38. Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the Association written 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 Association on 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 to suspend or terminate a person’s membership.

(2) A request mentioned in subrule (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 subrule (1)(b); or
- c. is given the written notice of an intention to appeal mentioned in subrule (1)(c).

(4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

39. Proxies

The Association does not allow proxy voting.

40. 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.

41. By-laws

(1) The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.

(2) Such By-laws, by whatsoever title they are called, will be used as the primary guide for the operations of the Association. Members are required to comply with any such by-law or policy to the extent they so provide.

(3) A by-law may be set aside by a vote of members at a general meeting of the Association.

42. Alteration of rules

(1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive.

43. 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.

44. Funds and accounts

(1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.

- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - a. the president;
 - b. the secretary;
 - c. the treasurer;
 - d. any 1 of 3 other members of the Association who have been authorised by the Management Committee to sign cheques issued by the Association.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (9) All expenditure must be approved or ratified at a Management Committee meeting.

45. 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.

46. Documents

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

47. Financial year

The end date of the Association's financial year is 31 December in each year.

48. Distribution of surplus assets to another entity

- (1) This rule applies if the Association—
 - a. is wound-up under part 10 of the Act; and

- b. has surplus assets.
- (2) The surplus assets must not be distributed among the members of the Association.
- (3) The surplus assets must be given to another entity—
- a. having objects similar to the Association's objects; and
 - b. the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— *surplus assets* see section 92(3) of the Act.