

# Constitution of: Dalby Leagues Club Inc

IA38746

ABN 33 197 876 466

**Incorporation Date** 24 February 2011

**Amended:** 12 April 2011

**Amended:** 29 September 2020



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# Constitution of Dalby Leagues Club Inc

## 1. PRELIMINARY

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### 1.1 Name

The name of the incorporated association is Dalby Leagues Club Inc (**the Club**).

### 1.2 Objects and powers

(a) The objects for which the Club is established are:

- (i) to provide for members and members' guests a sporting club with all the usual facilities of a club;
- (ii) to promote, foster, support and encourage the aims and objects of Dalby Rugby League Club Inc, Dalby Junior Rugby League Incorporated (to the intent that the aims and objects of these two bodies are given, as far as is practicable, the benefit of equal allocations of promotion, fostering, support and encouragement by the club), or any sporting club, community association, charitable organisation, and sporting, social or cultural activities that may be approved by the management committee of the club for the benefit of the local or general community; and
- (iii) to foster and promote the game of Rugby League.

(b) The Club can only exercise the powers in section 25 of the Associations Incorporation Act to:

- (i) carry out the objects of the Club set out in rule 1.2(a); and
- (ii) do all things incidental or convenient in relation to the exercise of the power under rule 1.2(b)(i).

### 1.3 Application of income and property

(a) Subject to rules 1.4 and 20.1, the Club must apply its income and assets solely towards promoting the objects of the Club as stated in rule 1.2.

(b) No part of the Club's income or assets may be paid or transferred directly or indirectly to any member of the Club except to the extent permitted by this document.

### 1.4 Certain payments allowed

Rule 1.3 does not prevent the payment of reasonable remuneration to any employee of the Club or to any member of the Club or other person in return for services rendered to the Club. In addition, rule 1.3 does not prevent the Club paying to a member:

- (a) interest on money lent by the member to the Club at a rate not exceeding the rate charged by Australian banks for overdrawn accounts;
- (b) reasonable remuneration for goods supplied by the member to the Club in the ordinary course of business; and
- (c) reasonable rent for premises lent by the member to the Club.

## 1.5 Definitions

The following definitions apply in this document:

**Approved Form** means a form approved by the members of the Management Committee in their absolute discretion.

**By-Laws** means the by-laws approved by the Management Committee in accordance with this document.

**Club** means the incorporated association named at the beginning of this document or whatever its name is for the time being.

**Associations Incorporation Act** means the *Associations Incorporation Act 1981* (Qld).

**Committee Member** means a person who is, for the time being, a member of the Management Committee.

**Effective Date** means the most recent date this document is approved as amended by the Queensland Office of Fair Trading.

**Management Committee** means the Committee Members acting collectively under this document.

**member** means a person whose name is entered in the Register as a member of the Club.

**Secretary** means, during the term of that appointment, a person appointed as a Secretary of the Club in accordance with this document.

## 1.6 Interpretation of this document

Headings and marginal notes are for convenience only, and do not affect interpretation. The following rules also apply in interpreting this document, except where the context makes it clear that a rule is not intended to apply.

- (a) A reference to:
  - (i) legislation (including subordinate legislation) is to that legislation as amended, modified in relation to the Club, re-enacted or replaced, and includes any subordinate legislation issued under it;
  - (ii) a document or agreement, or a provision of a document or agreement, is to that document, agreement or provision as amended, supplemented, replaced or novated;

- (iii) a person includes any type of entity or body of persons, whether or not it is incorporated or has a separate legal identity, and any executor, administrator or successor in law of the person; and
- (iv) anything (including a right, obligation or concept) includes each part of it.
- (b) A singular word includes the plural, and vice versa.
- (c) A word which suggests one gender includes the other genders.
- (d) If a word is defined, another part of speech has a corresponding meaning.
- (e) If an example is given of anything (including a right, obligation or concept), such as by saying it includes something else, the example does not limit the scope of that thing.
- (f) The word **agreement** includes an undertaking or other binding arrangement or understanding, whether or not in writing.
- (g) A power to do something includes a power, exercisable in the like circumstances, to revoke or undo it.
- (h) A reference to a power is also a reference to authority or discretion.
- (i) A reference to something being **written** or **in writing** includes that thing being represented or reproduced in any mode in a visible form.
- (j) A word (other than a word defined in rule 1.5) which is defined by the Associations Incorporation Act has the same meaning in this document where it relates to the same matters as the matters for which it is defined in the Associations Incorporation Act.

## 2. MEMBERSHIP

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### 2.1 Membership classes

The membership of the club will consist of the following classes:

- (a) Full Member (formerly known as ordinary members);
- (b) Honorary Life Member;
- (c) Honorary Member;
- (d) Social Member;
- (e) Visiting Member; and
- (f) Staff Member.



## 2.2 Full Membership

- (a) The number of Full Members is unlimited.
- (b) A person is eligible to be a Full Member if that person:
  - (i) has attained the age of 18 years;
  - (ii) is of good character and repute;
  - (iii) supports the Objects of the Club;
  - (iv) has submitted an application for Full Membership in accordance with rule 3.1; and
  - (v) has paid the Membership Fee for a Full Member.
- (c) A Full Member has all the rights of membership of the Club set out in the By-Laws, including but not limited to, the right to attend, be heard and vote at a general meeting.

## 2.3 Honorary Life Member

- (a) A member may become an Honorary Life Member if:
  - (i) in the opinion of the Management Committee, that member has made over a period of years a significant contribution to the Club;
  - (ii) the Management Committee nominates the member for Honorary Life Membership at a general meeting; and
  - (iii) the members at a general meeting pass an ordinary resolution in favour of the member becoming an Honorary Life Member.
- (b) An Honorary Life Member has all the rights of membership of the Club set out in the By-Laws, including but not limited to, the right to attend, be heard and vote at general meetings.
- (c) Honorary Life Members are exempt from the obligation to pay a Membership Fee.

## 2.4 Honorary Member

- (a) A person may become an Honorary Life Member if that person:
  - (i) has attained the age of 18 years;
  - (ii) meets the criteria or qualifications prescribed in the By-Laws for Honorary Membership; and
  - (iii) the delegated nominee of the Management Committee approves the person becoming an Honorary Member.

- (b) An Honorary Member has the rights of membership of the Club set out in the By-Laws, but does not have the right to attend, be heard and vote at general meetings.
- (c) Honorary Members are exempt from the obligation to pay a Membership Fee.

## 2.5 Social Member

- (a) A person is eligible to be a Social Member if that person:
  - (i) has attained the age of 18 years;
  - (ii) is of good character and repute;
  - (iii) supports the Objects of the Club;
  - (iv) has submitted an application for Social Membership in accordance with rule 3.1; and
  - (v) has paid the Membership Fee for a Social Member.
- (b) A Social Member has the rights of membership of the Club set out in the By-Laws, but does not have the right to attend, be heard and vote at a general meeting.

## 2.6 Visiting Member

- (a) A person is eligible to be a Visiting Member if that person:
  - (i) is nominated and accompanied by a Full Member, Honorary Life Member, Social Member or Staff Member;
  - (ii) is of good character and repute;
  - (iii) supports the Objects of the Club; and
  - (iv) agrees to comply with these rules and any rules of Visiting Members set out in the By-Laws.
- (b) A Visiting Member has the rights of membership of the Club set out in the By-Laws, but does not have the right to attend, be heard and vote at a general meeting.
- (c) A Visiting Member's membership ceases the earlier of:
  - (i) the conclusion of the Visiting Member's visit and they leave the Club's licensed premises;
  - (ii) the nominating Full Member, Honorary Life Member, Social Member or Staff Member leaving the Club's licensed premises; and
  - (iii) the Visiting Member commits a material breach of these rules and any rules of Visiting Membership set out in the By-Laws.

## 2.7 Staff Member

- (a) A person who commences employment with the Club automatically becomes a Staff Member on commencement of their employment.
- (b) A Staff Member has the rights of membership of the Club set out in the By-Laws, but does not have the right to attend, be heard and vote at a general meeting.
- (c) Staff Members are exempt from the obligation to pay a Membership Fee.
- (d) A Staff Member's membership ceases immediately on cessation of employment with the Club.

## 2.8 Limited liability of members

A Secretary, Committee Member or member of the Club, is not personally liable to contribute towards the payment of the debts and liabilities of the Club or the costs, charges and expenses of a winding-up of the Club, beyond the property of the Club in the person's hands.

## 3. ADMISSION

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### 3.1 Applications

- (a) Applications for membership of the Club must:
  - (i) be in the form Approved Form;
  - (ii) signed by the applicant; and
  - (iii) be accompanied by any other document or evidence as required by the Management Committee to determine eligibility for membership.
- (b) Application for membership must be accompanied by the Membership Fee.
- (c) The Management Committee must ensure that, as soon as possible after the person applies to become a member of the Club, and before the Management Committee considers the persons application, the person is advised—
  - (i) whether or not the club has public liability insurance; and
  - (ii) if the Club has public liability insurance—the amount of the insurance.

### 3.2 Consideration of applications

- (a) The Management Committee will consider each application for membership at the next meeting of the Management Committee after the application is received. In considering an application for membership, the Management Committee may:
  - (i) accept or reject the application; or
  - (ii) ask the applicant to give more evidence of eligibility for membership.

- (b) If the Management Committee ask for more evidence under rule 3.2, their determination of the application for membership is deferred until the evidence is given.
- (c) The Management Committee do not have to give any reason for rejecting an application for membership.

### **3.3 Notice**

As soon as practicable following acceptance of an application for membership, the Secretary will send the applicant written notice of the acceptance.

### **3.4 Time of membership**

- (a) Subject to rule 3.4(b) an applicant for membership becomes a member:
  - (i) if the applicant has received a request for payment of a Membership Fee, when the Membership Fee is paid; or
  - (ii) if applicant is not required to pay a Membership Fee, when the applicant's name is entered onto the Register.
- (b) If the first Membership Fee of an applicant for membership is not paid within 30 days after the date the applicant is notified of acceptance of their application for membership, the Committee Member may cancel their acceptance of the applicant for membership of the Club.

### **3.5 Non transferable**

The rights and privileges of every member are personal to each member and are not transferable by the member's own act or by operation of law.

## **4. APPEAL AGAINST REJECTION OF MEMBERSHIP**

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### **4.1 Notice of intention to appeal**

- (a) A person whose application for membership has been rejected may give the Secretary written notice of the persons intention to appeal against the decision.
- (b) A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.
- (c) 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.

### **4.2 General meeting to decide appeal**

- (a) A general meeting of members to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.

- (b) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected.
- (c) The Management Committee must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (d) An appeal must be decided by a majority vote of the members present and eligible to vote at the general meeting.
- (e) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

## **5. MEMBERSHIP FEE**

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### **5.1 Determination of Membership Fee**

- (a) The Management Committee may determine the membership fee payable for membership (**Membership Fee**).
- (b) The Management Committee will review all Membership Fees before the end of the Club's financial year and prescribe the Membership Fees for the following year.

### **5.2 Membership Fee due**

- (a) A member must pay the Membership Fee on or before the date prescribed by the Management Committee.
- (b) If a member does not pay the Membership Fee within 30 days after it becomes due the Management Committee:
  - (i) will give the member notice of that fact; and
  - (ii) if the Membership Fee remains unpaid 2 months from the date of that notice, may declare that member's membership forfeited.

### **5.3 Cessation of membership and Membership Fees**

In the event the member ceases to be a member pursuant to rule 5.2(b)(ii) or rule 6.3:

- (a) the Club will not refund to the member any Membership Fee; and
- (b) the member will remain liable for and will pay to the Club all Membership Fees which were due at the date of ceasing to be a member.

## 6. MEMBER SUSPENSION, EXPULSION, CESSATION

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### 6.1 Suspension

- (a) If a member:
  - (i) does not comply with any of the provisions of these rules; or
  - (ii) has committed any act or omission that will, in the opinion of the Management Committee be injurious or prejudicial to the reputation, character, interests or activities of the Club;
  - (iii) has been convicted of an indictable offence;
  - (iv) violates any of the Club's policies and procedures that apply to the member;
  - (v) causes harm or threatens to cause harm to a Committee Member, another member or employee of the Club;
  - (vi) makes false representations to the Club;
  - (vii) steals from the Club; or
  - (viii) destroys property belonging to the Club,

the Management Committee may resolve to suspend the member's membership for a period of time and may require certain conditions are met for the suspension to be lifted.
- (b) If the Management Committee resolves to suspend a member the Secretary must promptly give written notice of the suspension to the member.
- (c) A member suspended by the Management Committee may appeal its suspension by giving notice to the Secretary within 30 days of the issue of the notice of suspension.
- (d) At the next general meeting of the Club held after the member gives notice under rule 6.1(c):
  - (i) the member appealing its suspension will be given an opportunity at the general meeting to present the member's case fully and a representative of the Management Committee may present the Management Committee's case in response; and
  - (ii) the members at the general meeting will vote to either:
    - (A) lift the suspension;
    - (B) affirm the suspension; or
    - (C) terminate the member's membership,

and the decision of the members at that general meeting is final.

- (e) A member will remain suspended until the earlier of:
  - (i) the date the members resolve to lift the suspension or terminate the members membership under rule 6.1(d)(ii)(A);
  - (ii) if a period of suspension is imposed with no conditions, the date the period of suspension lapses;
  - (iii) if conditions must be satisfied to lift the suspension, the date that the conditions are satisfied; or
  - (iv) when the member ceases to be a member pursuant to rule 6.2(d)(ii) or 6.3.
- (f) Any member suspended in accordance with this rule 6, during suspension is not permitted to:
  - (i) vote at meeting of members;
  - (i) use the Club's premises;
  - (ii) use any of the Club's property; or
  - (iii) participate in any of the activities of the Club other than as a legitimate client of the Club.

## 6.2 Expulsion of a member

- (a) The Management Committee may expel a member from the Club, where that member:
  - (i) appears to have ceased to take part in the activities of the Club and does not within 3 months after written notice is sent by the Club enquiring if that member intends to remain a member, inform the Club in writing that they desire to remain a member;
  - (ii) does not comply with any of the provisions of these rules;
  - (iii) has committed any act or omission that will, in the opinion of the Management Committee be injurious or prejudicial to the reputation, character, interests or activities of the Club
  - (iv) is committed of an indictable offence;
  - (v) violates any of the Company's polices and procedures that apply to the member;
  - (vi) causes harm or threatens to cause harm to a Committee Member, another member or employee of the Club;
  - (vii) makes false representations to the Club;

- (viii) steals from the Club; or
- (ix) destroys property belonging to the club.
- (b) The Management Committee must allow the member to have a full and fair opportunity to present evidence in defence of the proposed expulsion and the Management Committee must consider the evidence presented before resolving to expel the member and cancel the member's membership.
- (c) If the Management Committee resolves to expel a member, the Secretary must promptly give notice of the expulsion to the member.
- (d) Any member who is expelled by the Management Committee under rule 6.2(a), may appeal its expulsion by giving notice to the Secretary within 30 days of the issue of notice that the Management Committee has resolved to expel the member.
- (e) At the next general meeting of the Club held after the member has given notice under rule 6.2(d):
  - (i) the member will be given an opportunity at the general meeting to present the member's case fully and a representative of the Management Committee may present the Management Committee's case in response; and
  - (ii) the members at the general meeting will vote to confirm or reject the decision of the Management Committee to expel the member and the decision of the members at that general meeting is final.

### 6.3 Cessation of membership

- (a) A member may resign from the Club by giving a written notice of resignation to the Secretary.
- (b) The resignation takes effect at:
  - (i) the time the notice is received by the Secretary; or
  - (ii) if a later time is stated in the notice—the later time.

## 7. REGISTER OF MEMBERS

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### 7.1 Maintenance of register

- (a) The Club must set up and maintain a register of members (the **Register**).
- (b) The Register must contain the following information:
  - (i) the category of membership;
  - (ii) the full name of the member;



- (i) the postal or residential address of the member;
- (ii) the date of admission as a member;
- (iii) the date of death or time of resignation of the member;
- (iv) details about the termination or reinstatement of membership;
- (v) any other particulars the Management Committee or the members at a general meeting decide.

## **7.2 Inspection of Register**

- (a) The Register must be open for inspection by members of the Club at all reasonable times.
- (b) Subject to 7.2(c), a member must contact the Secretary to arrange an inspection of the Register.
- (c) The Management Committee may, on the application of a member of the Club, withhold information about the member (other than the members 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.

## **7.3 Prohibition on use of information on register of members**

- (a) A member of the Club must not:
  - (i) use information obtained from the Register to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
  - (ii) 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 Club for the purpose of advertising for political, religious, charitable or commercial purposes.
- (b) Rule 7.3(a) does not apply if the use or disclosure of the information is approved by the members of Club at a general meeting.

## **8. MEETINGS OF MEMBERS**

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### **8.1 Annual general meeting**

The Club must hold an annual general meeting at least once each year and within 6 months after the Club's reportable financial year.

### **8.2 Business to be conducted at annual general meeting**

The following business must be conducted at each annual general meeting of the Club:

- (i) receiving the Club's financial statement, and audit report, for the last reportable financial year;
- (i) presenting the financial statement and audit report to the meeting for adoption;
- (ii) electing Committee Members; and
- (iii) appointing an auditor or an accountant for the present financial year.

### 8.3 Special General meetings

- (a) The Secretary must call a special general meeting by giving each member of the Club notice of the meeting within 14 days after:
  - (i) being directed to call the meeting by the Management Committee; or
  - (ii) being given a written request signed by:
    - (A) at least 33% of the number of Committee Members when the request is signed; or
    - (B) at least the number of ordinary members of the Club equal to double the number of members of the Club on the Management Committee when the request is signed plus 1; or
  - (iii) being given a written notice of an intention to appeal against the decision of the Management Committee:
    - (A) to reject an application for membership; or
    - (B) to terminate a person's membership.
- (b) A request mentioned in rule 8.3(a)(ii) must state:
  - (i) why the special general meeting is being called; and
  - (ii) the business to be conducted at the meeting.
- (c) A special general meeting must be held within 3 months after the Secretary:
  - (i) is directed to call the meeting by the Management Committee; or
  - (ii) is given the written request mentioned in rule 8.5(a)(ii); or
  - (iii) is given the written notice of an intention to appeal mentioned in rule 6.1(c).
- (d) If the Secretary is unable or unwilling to call the special meeting, the president must call the meeting.

#### **8.4 Notice of meeting**

- (a) Subject to rule 8.3, at least 14 days' notice of a general meeting must be given individually to each member (whether or not the member is entitled to vote at the meeting).
- (b) If the Secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (c) The Management Committee may decide the way in which the notice must be given.
- (d) However, notice of the following meetings must be given in writing—
  - (i) a meeting called to hear and decide the appeal of a person against the Management Committee's decision:
    - (A) to reject the person's application for membership of the Club; or
    - (B) to terminate the person's membership of the Club;
  - (ii) a meeting called to hear and decide a proposed special resolution of the Club.
- (e) A notice of a general meeting must state the business to be conducted at the meeting.

#### **8.5 Postponement or cancellation**

The Management Committee may:

- (a) postpone a meeting of members;
- (b) cancel a meeting of members; or
- (c) change the place for a general meeting,

by written notice given individually to each person entitled to be given notice of the meeting.

#### **8.6 Fresh notice**

If a general meeting is postponed or adjourned for one month or more, the Club must give new notice of the resumed meeting.

#### **8.7 Technology**

- (a) The Club may hold a general meeting at two or more venues using any technology that gives the members as a whole a reasonable opportunity to participate.
- (b) Anyone using this technology is taken to be present in person at the meeting.

## 8.8 Accidental omission

The accidental omission to give notice to, or the non-receipt of notice by, any of those entitled to it does not invalidate any resolution passed at a meeting of members.

## 9. PROCEEDINGS AT MEETINGS OF MEMBERS

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### 9.1 Member present at meeting

If a member has appointed a proxy to act at a meeting of members, that member is taken to be present at a meeting at which the proxy is present.

### 9.2 Quorum

- (a) Subject to 9.2(b), the quorum for a general is at least the number of members elected or appointed to the Management Committee at the close of the Club's last general meeting plus 1.
- (b) If all members of the Club are Committee Members, the quorum is the total number of members less 1.
- (c) Each individual member present may only be counted once toward a quorum. If a member has appointed more than one proxy only one of them may be counted towards a quorum.

### 9.3 Quorum not present

If a quorum is not present within 30 minutes after the time for which a general meeting is called:

- (a) the meeting is adjourned to the day, time and place that the Management Committee decides and notifies to members, or if no decision is notified before then, to the same time on the same day in the next week at the same place; and
- (b) if a quorum is not present at the adjourned meeting, the meeting is dissolved.

### 9.4 Chairing meetings of members

The chairperson of the Management Committee is entitled to chair meetings of members. If the president is not present within 15 minutes after the time for which a meeting is called or is unwilling to act, the vice president will chair the meeting. If the vice president is not present within 15 minutes after the time for which a meeting is called or is unwilling to act, the members present must elect a member or Committee Member present to chair the meeting.

### 9.5 Attendance at general meetings

- (a) Every member has the right to attend all meetings of members.
- (b) Every Committee Member has the right to attend and speak at all meetings of members.

- (c) The auditor has the right to attend any general meeting and to speak on any part of the business of the meeting which concerns the auditor in the capacity of auditor.

## 9.6 **Adjournment**

Subject to rule 8.6, the chairperson of a general meeting at which a quorum is present:

- (a) may; and
- (b) must, if directed by ordinary resolution of the meeting, adjourn it to another time and place.

## 9.7 **Business at adjourned meetings**

The only business that may be transacted at a meeting resumed after an adjournment is the business left unfinished immediately before the adjournment.

# 10. **ENTITLEMENT TO VOTE**

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## 10.1 **Number of votes**

- (a) Only Full Members and Honorary Life Members who are entitled to vote may vote at a general meeting (**Voting Members**). Each Voting Member has one vote.
- (b) Except where a special resolution is required, questions arising at a general meeting must be decided by a majority of votes cast by the Voting Members.

## 10.2 **Casting vote of chairperson**

If an equal number of votes is cast for and against a resolution at a meeting of members, the chairperson has a casting vote whether or not the chairperson is a member.

## 10.3 **Decision on right to vote**

A member or Committee Member may challenge a person's right to vote at a general meeting. A challenge may only be made at the meeting. A challenge, or any other doubt as to the validity of a vote, must be decided by the chairperson, whose decision is final.

# 11. **HOW VOTING IS CARRIED OUT**

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## 11.1 **Method of voting**

- (a) A resolution put to the vote at a general meeting must be decided on a show of hands unless a poll is demanded under rule 11.2:
  - (i) before the show of hands is taken;
  - (ii) before the result of the show of hands is declared.

- (b) Unless a poll is demanded, the chairperson's declaration of a decision on a show of hands is final.

### 11.2 Demand for a poll

- (a) A poll may be demanded on any resolution (except a resolution concerning the election of the chairperson of a meeting) by:
  - (i) at least 20% of the members entitled to vote on the resolution; or
  - (ii) the chairperson.
- (b) The demand for a poll does not affect the continuation of the meeting for the transaction of other business and may be withdrawn.

### 11.3 When and how polls must be taken

If a poll is demanded:

- (a) if the resolution is for the adjournment of the meeting, the poll must be taken immediately and in the manner that the chairperson of the meeting directs;
- (b) in all other cases, the poll must be taken at the time and place in the manner that the chairperson of the meeting directs;
- (c) a person voting who has the right to cast two or more votes need not cast all those votes and may cast those votes in different ways; and
- (d) the result of the poll is the resolution of the meeting at which the poll was demanded.

## 12. PROXIES

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### 12.1 Appointment of proxies

- (a) A Voting Member may appoint a proxy to attend and act for the member at a general meeting. An appointment of proxy must be made by written notice to the Club.
- (b) An appointment of proxy (**proxy form**) must be signed by the member appointing the proxy in a form the same or similar to the following:

*[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—*

*[List relevant resolutions]*

## 12.2 **Deposit of proxy appointment forms and proxy appointment authorities**

An appointment of a proxy is not effective for a particular general meeting unless the proxy appointment form is received by the Club at its registered office (or another address specified for the purpose in the relevant notice of meeting) at least 48 hours before the time for which the meeting was called or, if the meeting has been adjourned, before the meeting is resumed.

## 12.3 **Appointment for particular meeting, standing appointment and revocation**

A member may appoint a proxy to act at a particular general meeting or make a standing appointment and may revoke any appointment. A proxy may, but need not, be a member.

## 12.4 **Position of proxy if member present**

The appointment of a proxy is not revoked by the member attending and taking part in the general meeting, but if the member votes on a resolution, the proxy is not entitled to vote, and must not vote, as the member's proxy on the resolution.

## 12.5 **More than one current proxy appointments**

An appointment of proxy by a member is revoked (or, in the case of a standing appointment, suspended for that particular meeting) if the Club receives a further appointment of proxy from that member which would result in there being more than one proxy of that member entitled to act at a meeting. The appointment of proxy made first in time is the first to be treated as revoked or suspended by this rule.

## 12.6 **Continuing authority**

An act done at a general meeting by a proxy is valid even if, before the act is done, the appointing member:

- (a) dies or becomes mentally incapacitated;
- (b) becomes bankrupt or an insolvent under administration or is wound up; or
- (c) revokes the appointment or revokes the authority under which the appointment was made by a third party,

unless the Club has received written notice of the matter before the start or resumption of the meeting at which the vote is cast.

### **13. MEMBERSHIP OF MANGEMENT COMMITTEE**

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#### **13.1 Composition**

- (a) The Management Committee consists of:
- (i) the president;
  - (ii) the vice president;
  - (iii) the treasurer;
  - (iv) one person nominated by Dalby Rugby League Club Inc (**Dalby Rugby League Club Representative**);
  - (v) one person nominated by Dalby Junior Rugby League Football Club (**Dalby Junior Rugby League Football Club Representative**); and
  - (vi) up to 3 other persons,

elected by the members in accordance with rule 14.

#### **13.2 Eligibility**

A person is eligible to be a Committee Member (the **candidate**) if:

- (a) the president – the candidate has held office as a Committee Member for at least 3 continuous years immediately before election as president;
- (b) the vice president - the candidate has held office as a Committee Member for at least 1 continuous year immediately before election as vice president;
- (c) the treasurer – the candidate has the requisite skills and experience to perform the responsibilities of treasurer;
- (d) the Dalby Rugby League Club Representative – the candidate is a member of the Dalby Rugby League Club Inc management committee;
- (e) the Dalby Junior Rugby League Football Club Representative – the candidate is a member of the Dalby Junior Rugby League Football Club management committee;
- (f) the candidate has, or will within 6 months of appointment as a Committee Member, undertake(n) a course in corporate governance administered by a recognised industry peak body or governance professional in Australia; and
- (g) the candidate:
  - (i) is either a Full Member or Honorary Life Member;



- (ii) has attained 18 years of age;
- (iii) is nominated by 2 members of the Club; and
- (iv) satisfies section 61 A of the Association Incorporation Act.

## **14. ELECTION OF THE MANAGEMENT COMMITTEE**

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### **14.1 Term of Committee Members**

In order to preserve the corporate memory of the Management Committee staggered 3 year terms of the Committee Members will be adopted as follows:

- (a) the president – the term of office of the president is 3 years;
- (b) the vice president – the vice president holds office until the second annual general meeting after the Effective Date and thereafter the term of the office of the vice president is 3 years;
- (c) the treasurer – the term of office of the treasurer is 3 years;
- (d) the Dalby Rugby League Club Representative – the Dalby Rugby League Club Representative holds office until the second annual general meeting after the Effective Date and thereafter the term of the office of the Dalby Rugby League Club Representative is 3 years;
- (e) the Dalby Junior Rugby League Football Club Representative – the Dalby Junior Rugby League Football Club Representative holds office until the second annual general meeting after the Effective Date and thereafter the term of the office of the Dalby Junior Rugby League Football Club Representative is 3 years; and
- (f) each other Committee Member – the other Committee Members hold office until the first annual general meeting after the Effective Date and thereafter the term of the office of the other Committee Members is 3 years.

### **14.2 Procedure for election**

- (a) A Committee Member may only be elected as follows:
  - (i) the Management Committee will issue an expression of interest for vacant positions on the Management Committee.
  - (ii) the nomination must be:
    - (A) in writing; and
    - (B) signed by the candidate and the members who nominated him or her; and
    - (C) given to the Secretary at least 14 days before the date notified on the expression of interest;

- (iii) each Voting Member present at the general meeting may vote for 1 candidate for each vacant position on the Management Committee.
- (b) 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 before the general meeting.
- (c) The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:
  - (i) whether or not the Club has public liability insurance; and
  - (ii) if the Club has public liability insurance—the amount of the insurance.

## **15. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBERS**

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### **15.1 Cessation of member of the Management Committee's appointment**

A person automatically ceases to be a Committee Member if the person:

- (a) is subject to one of the circumstances mentioned in section 64(2) of the Associations Incorporation Act;
- (b) becomes of unsound mind or physically or mentally incapable of performing the functions of that office;
- (c) fails to attend three (3) consecutive Management Committee meetings (not including meetings of a sub-committee) without leave of absence from the Management Committee;
- (d) resigns by notice in writing to the Club;
- (e) is removed from office under rule 15.2; or
- (f) is directly or indirectly interested in any contract or proposed contract with the Club and fails to declare the nature of the interest.

### **15.2 Removal from office**

- (a) The members by ordinary resolution may remove a Committee Member from office.
- (b) Before a vote of members is taken about removing the Committee Member from office, the Committee Member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (c) A Committee Member has no right of appeal against the members removal from office under this rule.

## **16. VACANCIES ON MANAGEMENT COMMITTEE**

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- (a) If the Dalby Rugby League Club Inc or the Dalby Junior Rugby League Football Club dissolve, the continuing Committee Members may appoint the relevant representative or another member of the Club to fill the vacancy until the next annual general meeting. On and from the relevant annual general meeting the office previously nominated by the Dalby Rugby League Club Inc or the Dalby Junior Rugby League Football Club may be held by another member of the Club elected by the Club in accordance 14.2.
- (b) If a casual vacancy happens on the Management Committee, the continuing Committee Members may appoint another member of the Club to fill the vacancy until the end of the vacated Committee Member's term.
- (c) The continuing Committee Members may act despite a casual vacancy on the Management Committee.
- (d) However, if the number of Committee Members is less than the number fixed as a quorum of the Management Committee, the continuing Committee Members may act only to—
  - (i) increase the number of Committee Members to the number required for a quorum; or
  - (ii) call a general meeting.

## **17. POWERS OF THE MANAGEMENT COMMITTEE**

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### **17.1 Powers generally**

- (a) Except as otherwise required by the Associations Incorporation Act, any other applicable law or this document, the Management Committee:
  - (a) has power of general control and management of the administration of the affairs, property and funds of the Club; and
  - (b) may exercise every right, power or capacity of the Club except those which must be exercised by the Club in general meeting and/or by the members.
- (b) The Management Committee may make regulations, By-Laws and policies consistent with this document, which in the opinion of the Management Committee are necessary or desirable for the proper control, administration and management of the Club's finances, affairs and property, or are necessary for the convenience, comfort and well-being of the members and amend or rescind any regulations and by-laws.
- (c) A regulation, policy or By-Law of the Club made by the Management Committee may be disallowed by the Club in a later general meeting. A resolution or regulation made by the Club in general meeting cannot invalidate prior acts of the

Management Committee which would have been valid if that resolution or regulation had not been passed or made.

## **17.2 Exercise of powers**

A power of the Management Committee can be exercised only:

- (a) by resolution passed at a meeting of the Management Committee or otherwise in accordance with rule 22; or
- (b) in accordance with a delegation of the power under rule 18.

## **18. DELEGATION OF BOARD POWERS**

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### **18.1 Power to delegate**

The Management Committee may delegate, in writing, any of its powers, other than those which by law must be dealt with by the Management Committee to:

- (a) a subcommittee or subcommittees;
- (b) a Committee Member;
- (c) an employee of the Club; or
- (d) any other person.

### **18.2 Power to revoke delegation**

The Management Committee may revoke a delegation previously made whether or not the delegation is expressed to be for a specified period.

### **18.3 Terms of delegation**

- (a) A delegation of powers under rule 18.1 may be made:
  - (i) for a specified period or without specifying a period; and
  - (ii) on the terms (including power to further delegate) and subject to any restrictions the Management Committee decides.
- (b) A document of delegation may contain the provisions for the protection and convenience of those who deal with the delegate that the Management Committee thinks appropriate.

### **18.4 Proceedings of committees**

Subject to the terms on which a power of the Management Committee is delegated to a committee, the meetings and proceedings of committees are, to the greatest extent practical, governed by the rules of this document which regulate the meetings and proceedings of the Management Committee.

## 18.5 Deemed limitations

The following limitations and requirements will be deemed imposed by the Management Committee in any delegation of powers:

- (a) The delegate may only make decisions directly related to the matters which have been delegated.
- (b) A resolution of any sub-committee will not become effective until 7 days after the Management Committee has received written notice of the resolution. The resolution will not become effective if the Management Committee resolves to invalidate the resolution before the expiry of the 7 day period.

## 19. COMMITTEE MEMBERS DUTIES AND INTERESTS

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### 19.1 Committee Members can hold other offices etc

A Committee Member may:

- (a) hold any office or place of profit or employment other than that of the Club's auditor or any, partner, director or employee of the auditor;
- (b) be a member of any corporation (including the Club) or partnership other than the Club's auditor; or
- (c) be a creditor of any corporation (including the Club) or partnership; or
- (d) enter into any agreement with the Club.

### 19.2 Disclosure of interests

Each Committee Member must disclose the nature and extent of any actual or perceived material conflict of interest in a matter that is being considered at a meeting of the Management Committee (or that is proposed in a circular resolution) to the other Committee Members.

### 19.3 Committee Member interested in a matter

- (a) Each Committee Member who has a material personal interest in a matter that is being considered at a meeting of the Management Committee (or that proposed in a circular resolution) must not, except as provided under rule 19.3(b):
  - (i) be present at the meeting while the matter is being discussed; or
  - (ii) vote on the matter.
- (b) A Committee Member may be counted in a quorum at a Management Committee meeting that considers, and votes on, any matter in which that Committee Member has an interest.

- (c) The Club may proceed with any transaction that relates to the interest and the Committee Member may participate in the execution of any relevant document by or on behalf of the Club.
- (d) The Committee Member may retain benefits under the transaction even though the Committee Member has the interest.
- (e) The Club cannot avoid the transaction merely because of the existence of the interest.

#### **19.4 Agreements with third parties**

The Club cannot avoid an agreement with a third party merely because a Committee Member:

- (a) fails to make a disclosure of an interest; or
- (b) is present at, or counted in the quorum for, a Management Committee meeting that considers or votes on that agreement.

#### **19.5 Obligation of secrecy**

Every member of the Management Committee and Secretary must keep the transactions and affairs of the Club and the state of its financial reports confidential unless required to disclose them:

- (a) in the course of duties as an officer of the Club;
- (b) by the Management Committee or the Club in general meeting; or
- (c) by law.

The Club may require a Committee Member, Secretary, auditor, trustee, subcommittee member or other person engaged by it to sign a confidentiality undertaking consistent with this rule. A Committee Member or Secretary must do so if required by the Club.

## **20. COMMITTEE MEMBERS REMUNERATION**

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### **20.1 Payments to members of the Management Committee**

- (a) With the approval of the Management Committee the Club may pay to a Committee Member:
  - (i) reasonable expenses (including travelling and accommodation) incurred in carrying out duties as a Committee Member;
  - (ii) reasonable remuneration for goods supplied by the Committee Member to the Club in the ordinary course of business; and
  - (iii) reasonable remuneration for services performed by the Committee Member to the Club in the ordinary course of business; and

- (iv) reasonable rent for premises leased by the Committee Member to the Club.

## **21. OFFICERS' INDEMNITY AND INSURANCE**

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### **21.1 Officer's right of indemnity**

Rules 21.2 and 21.3 apply:

- (a) to each person who is or has been a Committee Member, Secretary or executive officer of the Club;
- (b) to any other officers or former officers of the Club;
- (c) if the Management Committee so determine, to any auditor or former auditor of the Club,

each an **Officer** for the purposes of this rule.

### **21.2 Indemnity**

- (a) The Club must indemnify every Officer on a full indemnity basis and to the full extent permitted by law against all losses, liabilities, costs, charges and expenses (**Liabilities**) incurred by the Officer as an officer of the Club.
- (b) The Club may make a payment (whether by way of advance, loan or otherwise) in respect of legal costs incurred by an Officer in defending an action for a Liability incurred as an Officer.
- (c) The indemnity in this rule:
  - (i) does not operate in respect of any Liabilities of the Officer to the extent that Liability is covered by insurance;
  - (ii) is enforceable without the Officer having to first incur any expense or make any payment; and
  - (iii) is a continuing obligation and is enforceable by the Officer even though the Officer may have ceased to be an officer or auditor of the Club.

### **21.3 Insurance**

Subject to the Associations Incorporation Act and any other applicable law, the Club may enter into, and pay premiums on, a contract of insurance in respect of any Officer against any Liabilities as an officer or auditor of the Club including, but not limited to:

- (a) costs and expenses in defending any proceedings, whether civil or criminal, whatever their outcome; or
- (b) a Liability arising from negligence or other conduct.

#### 21.4 **Contract**

Subject to the Associations Incorporation Act, the *Competition and Consumer Act 2010* (Cth) and any other applicable law, the Club may, without limiting an Officer's rights under this rule 21, enter into an agreement with an Officer, to give effect to the rights of the Officer under this rule 21 on any terms and conditions that the Management Committee thinks fit.

#### 21.5 **Committee Member access to documents**

If the Management Committee agree, the Club must give a Committee Member or former Committee Member access to:

- (a) certain documents, including documents provided for or available to the Management Committee, and
- (b) any other documents referred to in those documents.

### 22. **MANAGEMENT COMMITTEE MEETINGS**

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#### 22.1 **Convening Management Committee meetings**

- (a) A Committee Member may at any time, and a Secretary must on request from a Committee Member, convene a Management Committee meeting.
- (b) The Management Committee must meet at least once every 4 months to exercise its functions.

#### 22.2 **Notice of Management Committee meeting**

The convenor of each Management Committee meeting:

- (a) must give reasonable notice of the meeting (and, if it is adjourned, of its resumption) individually to each Committee Member who is in Australia; and
- (b) may give that notice orally (including by telephone) or in writing,

but failure to give notice to, or non-receipt of notice by, a Committee Member does not result in a Management Committee meeting being invalid.

#### 22.3 **Use of technology**

A Management Committee meeting may be held using any means of audio or audio-visual communication by which each Committee Member participating can hear and be heard by each other Committee Member. A Management Committee meeting held solely or partly by technology is treated as held at the place at which the greatest number of Committee Members present at the meeting is located or, if an equal number of Committee Members is located in each of two or more places, at the place where the chairperson of the meeting is located.



#### **22.4 Chairing Management Committee meetings**

The president will chair Management Committee meetings. If the president is not present within 15 minutes after the time for which a Management Committee meeting is called or is unwilling to act, the vice president will chair the Management Committee meeting. If the vice president is not present within 15 minutes after the time for which a Management Committee meeting is called or is unwilling to act, the Committee Members present must elect a Committee Member present to chair the meeting.

#### **22.5 Quorum**

Unless the Management Committee decides otherwise, the quorum for a Management Committee meeting is a majority of Committee Members (that is, equal to or greater than 50%) and a quorum must be present for the whole meeting. A Committee Member is treated as present at a meeting held by audio or audio-visual communication if the Committee Member is able to hear and be heard by all others attending.

#### **22.6 Majority decisions**

A resolution of the Management Committee must be passed by a majority of the votes cast by Committee Members entitled to vote on the resolution. The chairperson of a Management Committee meeting has a deliberative vote and a casting vote.

#### **22.7 Procedural rules**

The Management Committee may adjourn and, subject to this document, otherwise regulate its meetings as it decides.

#### **22.8 Written resolution**

If all the Committee Members entitled to receive notice of a Management Committee meeting and to vote on the resolution sign a document containing a statement that they are in favour of the resolution set out in the document, a Management Committee resolution in those terms is passed at the time when the last Committee Member signs.

#### **22.9 Additional provisions concerning written resolutions**

For the purpose of rule 22.8:

- (a) two or more separate documents in identical terms, each of which is signed by one or more members of the Management Committee, are treated as one document; and
- (b) an electronic message containing the text of the document expressed to have been signed by a member of the Management Committee that is sent to the Club is a document signed by that member of the Management Committee at the time of its receipt by the Club.

## **22.10 Valid proceedings**

Each resolution passed or thing done by, or with the participation of, a person acting as a member of the Management Committee or member of a committee is valid even if it is later discovered that:

- (a) there was a defect in the appointment of the person; or
- (b) the person was disqualified from continuing in office, voting on the resolution or doing the thing.

## **23. SECRETARY**

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### **23.1 Appointment of Secretary**

- (a) The Management Committee must appoint at least one individual residing in Queensland, or in another State but not more than 65km from the Queensland border, as Secretary.
- (b) For the purposes of clarity, a Committee Member may be appointed as Secretary but a person appointed as Secretary that is not a Committee Member does not become a Committee Member because of their appointment as Secretary.

### **23.2 Removal from office**

- (a) The Management Committee may at any time remove a Secretary from that office.
- (b) If the Secretary is also a Committee Member, his or her removal as Secretary does not affect their office as a Committee Member.

### **23.3 Functions of Secretary**

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

- (a) calling meetings of the Club, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Club; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the Club; and
- (d) maintaining the register of members of the Club.

## **24. MINUTES**

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### **24.1 Minutes must be kept**

- (a) The Management Committee must cause minutes of:
  - (i) proceedings and resolutions of meetings of the Club's members;

- (ii) the names of Committee Members present at each Management Committee meeting or committee meeting;
  - (iii) proceedings and resolutions of Management Committee meetings (including meetings of a subcommittee to which Management Committee powers are delegated under rule 18);
  - (iv) resolutions passed by the Management Committee without a meeting; and
  - (v) disclosures and notices of Committee Members interests.
- (b) To ensure the accuracy of the minutes:
- (i) 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
  - (ii) 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 club that is a general meeting or annual general meeting, verifying their accuracy.
- (c) If asked by a member, the secretary must, within 28 days after the request is made:
- (iii) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
  - (iv) give the member copies of the minutes of the meeting.

## **25. FUNDS AND ACCOUNTS**

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- (a) The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the Management Committee.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (e) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
  - (i) the president;
  - (i) the Secretary;
  - (ii) the treasurer;

- (iii) any 1 of 3 other members of the Club who have been authorised by the Management Committee to sign cheques issued by the Club.
- (f) However, 1 of the persons who signs the cheque must be the president, the Secretary or the treasurer.
- (g) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (h) 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.
- (i) All expenditure must be approved or ratified at a Management Committee meeting.

## **26. GENERAL FINANCIAL MATTERS**

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- (a) 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 financial year is prepared.
- (b) The income and property of the association must be used solely in promoting the Club's objects and exercising the association's powers.

## **27. FINANCIAL YEAR**

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### **Club's financial year**

The Club's financial year is from 1 July to 30 June, unless the Management Committee pass a resolution to change the financial year.

## **28. COMMON SEAL**

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- (a) The Management Committee must ensure the Club has a common seal.
- (b) The common seal must be:
  - (i) kept securely by the Management Committee; and
  - (ii) used only under the authority of the Management Committee.
- (c) Each instrument to which the seal is attached must be signed by a Committee Member and countersigned by—
  - (i) the Secretary; or
  - (ii) another Committee Member; or
  - (iii) someone authorised by the Management Committee.

## **29. DOCUMENTS**

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

## **30. WINDING UP**

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### **30.1 Surplus assets not to be distributed to members**

If the Club is wound up, any surplus assets must not be distributed to a member or a former member of the Club.

### **30.2 Distribution of surplus assets**

- (a) Subject to the Associations Incorporation Act and any other applicable law, and any court order, any surplus assets that remain after the Club is wound up must be distributed to one or more organisations:
  - (a) with purpose(s) similar to, or inclusive of, the purpose(s) in rule 1.2; and
  - (b) which also prohibit the distribution of any income and assets to its members to at least the same extent as the Club.
- (b) The decision as to the organisations to be given the surplus assets must be made by a special resolution of members at or before the time of winding up. If the members do not make this decision, the Club may apply to the Supreme Court to make this decision.

## **31. NOTICES**

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### **31.1 Notices by Club**

A notice is properly given by the Club to a person if it is:

- (a) in writing signed on behalf of the Club (by original or printed signature);
- (b) addressed to the person to whom it is to be given; and
- (c) either:
  - (a) delivered personally;
  - (b) sent by prepaid mail (by airmail, if the addressee is overseas) to that person's address; or
  - (c) sent by electronic message to the electronic address (if any) nominated by that person.

### 31.2 Overseas members

A member whose registered address is not in Australia may notify the Club in writing of an address in Australia to which notices may be sent.

### 31.3 When notice is given

A notice to a person by the Club is regarded as given and received:

- (a) if it is delivered personally:
  - (a) by 5.00 pm (local time in the place of receipt) on a business day - on that day; or
  - (b) after 5.00 pm (local time in the place of receipt) on a business day, or on a day that is not a business day - on the next business day;
- (b) if it is sent by electronic message:
  - (a) by 5.00 pm (local time in the place from which it is sent or given) on a business day – on that day; or
  - (b) after 5.00 pm (local time in the place from which it is sent or given) on a business day, or on a day that is not a business day – on the next business day; and
- (c) if it is sent by mail:
  - (a) within Australia - three business day after posting; or
  - (b) to a place outside Australia - five business days after posting.

A certificate in writing signed by a Committee Member or Secretary stating that a notice was sent is conclusive evidence of service.

### 31.4 Business days

For the purposes of rule 31.3, a business day is a day that is not a Saturday, Sunday or public holiday in the place to which the notice is sent.

### 31.5 Counting days

If a specified period must pass after a notice is given before an action may be taken, neither the day on which the notice is given nor the day on which the action is to be taken may be counted in reckoning the period.

### 31.6 Notices to "lost" members

If:

- (a) on two or more consecutive occasions a notice served on a member in accordance with this rule is returned unclaimed or with an indication that the member is not known at the address to which it was sent; or

- (b) the Management Committee believes on other reasonable grounds that a member is not at the address shown in the Register or notified to the Club under rule 31.2, the Club may give effective notice to that member by exhibiting the notice at the Club's registered office for at least 48 hours.

This rule ceases to apply if the member gives the Club notice of a new address.

## **32. ALTERATION OF RULES**

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- (a) Subject to the Associations Incorporation Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (b) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.