

**CONSTITUTION AND RULES FOR THE
SIPPY DOWNS AND DISTRICT COMMUNITY ASSOCIATION INC.**

RULE 1. The name of the association (in these Rules called "the Association") shall be **SIPPY DOWNS AND DISTRICT COMMUNITY ASSOCIATION INC.**

RULE 2. OBJECTS

The objects for which the Association is established are:-

- 2.1 To be a non-partisan and non-political organization;
- 2.2 To foster a sense of identity and civic pride in our community;
- 2.3 To represent the best interests of residents and ratepayers in our community;
- 2.4 To protect the environment and lifestyle enjoyed within our community;
- 2.5 To act upon those developments and decisions which would impact upon either our community as a whole or upon individual residents within our community.

RULE 3. POWERS

The Powers of the Association are:-

- 3.1 To foster a sense of identity, unity and civic pride within our community by supporting and/or promoting worthwhile community projects;
- 3.2 To liaise with Sunshine Coast Council councillors and staff, and any other relevant bodies or individuals, Government, corporate or otherwise, on matters affecting our community;
- 3.3 To monitor developments in our area, and to support or oppose actions which are seen by residents and/or the Association to affect our environment or lifestyle;
- 3.4 To support and promote services, amenities and infrastructures etc. which would have tangible benefits for our community, and to monitor any improvements in the same so that no undue advantage is accrued to any one person or persons to the detriment of others;
- 3.5 To make representations where the impact of decisions by individuals, groups, local Council or Government Departments causes concern to either our whole community or individuals;
- 3.6 To represent residents' and ratepayers' interests in matters concerning the quality of the surface and ground water resources of the area, pollution, soil instability and degradation, effects on flora and fauna, scenic quality, rural and community amenities, cultural heritage and the total interests of residents and ratepayers in the environment and activities of Sippy Downs and surrounding districts;
- 3.7 To promote community activities within Sippy Downs and adjoining districts, and to undertake specific projects, capital and otherwise, as deemed appropriate by the Association;
- 3.8 To seek funding and assistance from Government and non-government organizations for the Association's activities;
- 3.9 To oppose land use and town-planning proposals which are considered contrary to the above objectives;
- 3.10 To subscribe to, become a member of and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, but the Association shall not subscribe to or support distribution of its income and

property among its members to an extent at least as great as that imposed on the Association under or by virtue of Rule 26.11;

3.11 In furtherance of the Objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;

3.12 To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such a manner as is allowed by law having regard to such trusts;

3.13 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the Objects and the exercise of the powers of the Association;

3.14 To obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

3.15 To appoint, employ, remove or suspend such managers, clerks, secretaries, employees and other persons as may be necessary or convenient for the purposes of the Association;

3.16 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its Objects;

3.17 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

3.18 To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;

3.19 To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

3.20 In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate;

3.21 To guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

3.22 To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;

3.33 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

3.34 In furtherance of the Objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;

3.35 To take or hold mortgages, loans or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers or others;

3.36 To take any gift of property whether subject to any special trust or not, for any one or more of the Objects of the Association but always subject to the exception in paragraph (xiii);

3.37 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual, subscriptions or otherwise;

3.38 To print and publish any newspapers, periodicals, books, or leaflets that the Association may think desirable for the promotion of its Objects;

3.39 In furtherance of the Objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Rule 28 (x);

3.40 In furtherance of the Objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;

3.41 In furtherance of the Objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;

3.42 To make donations for patriotic, charitable or community purpose;

3.43 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;

3.44 To do all such other things as are incidental or conducive to the attainment of the Objects and the exercise of the Powers of the Association.

MEMBERSHIP

RULE 4. CLASSES OF FINANCIAL MEMBERSHIP

4.1 Financial membership of the Association shall consist of any of the following classes of members:-

Ordinary	(unlimited)
Corporate	(unlimited)
Associate	(limited)
Life	(limited)
Honorary	(limited)

4.2 The number of Ordinary members shall be unlimited; the number of Associate members shall be limited to a maximum of 50% of total Ordinary members; the number of Life members and Honorary members shall be limited to ten, with no more than two to be appointed in any one calendar year.

4.3 The Association may elect, subject to the provisions of this Constitution, by way of resolution at any Annual General Meeting of the Association, two members of the Association who have rendered valuable service to the Association as Life Members who shall be entitled to all the privileges of subscribing members.

4.4 Associate membership shall be granted to any individual who, in the opinion of the Management Committee, may qualify to be a member for the duration of a particular project or activity.

RULE 5.

5.1 The application for membership shall be in such form as the management committee from time to time prescribes.

5.2 An electronic copy of the Constitution and Appendices shall be made available to each new member upon admission and shall be supplied to any other member upon reasonable request to the Secretary.

RULE 6. MEMBERSHIP FEES

6.1 The membership fees for each class of membership shall be such sum as the members shall from time to time at any General Meeting so determine, due notice of such matter having been given in the required notice of meeting.

6.2 Applicable membership fees shall be payable at the time of enrolment and in such manner as the Management Committee shall from time to time determine, and thereafter shall be due for renewal annually.

6.3 A financial member at any material time is a member who is not then indebted to the organization in respect of annual subscription or levy or other payment whatsoever.

6.4 Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, vote upon any motion at any general meeting of the organization.

6.5 Allowance may be made in the determination of fees for a discount rate for pensioners and no member shall be deemed to be unfinancial until such time as his/her subscription is sixty days in arrears at which time membership shall lapse.

6.6 Nothing contained herein shall prevent a majority of members attending a Special Meeting called for the purpose from determining a levy for a particular use or purpose and such decision shall be binding upon all members.

RULE 7. ADMISSION AND REJECTION OF MEMBERS

7.1 At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

7.2 Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

7.3 Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice-of such acceptance or rejection.

RULE 8. TERMINATION OF MEMBERSHIP

8.1 A member may resign from the Association at any time by giving notice in writing to the Secretary.

8.2 Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

8.3 If a member -
8.3.1 is convicted of an indictable offence; or
8.3.2 fails to comply with any of the provisions of these rules; or
8.3.3 has membership fees in arrears for a period of two months or more; or
8.3.4 conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association;
the Management Committee shall consider whether the member's membership shall be terminated.

8.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the Management Committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

8.5 The secretary shall forthwith refund the amount of any fee paid by a person whose application is rejected.

RULE 9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of the person's intention to appeal against the decision of the Management Committee.

Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall include the appeal on the agenda of the next general meeting and advise the member accordingly.

At any such meeting the applicant shall be given the opportunity to fully present the applicant's case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.

The appeal shall be determined by the vote of the members present at such meeting.

RULE 10. REGISTER OF MEMBERS

10.1 The Management Committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.

10.2 Particulars shall also be entered into the register of deaths, resignations, termination's and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

10.3 The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

RULE 11. MEMBERSHIP OF MANAGEMENT COMMITTEE

11.1 The Management Committee of the Association shall consist of a president, secretary, treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint. A vice-president shall be appointed at the discretion of the Management Committee.

11.2 At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

11.3 A notice calling for nominations for the Management Committee shall be placed in the Buderim Chronicle or such local newspaper and on the Association's official noticeboard and website

and such notice shall be placed not less than three or more than five weeks preceding the date for the annual meeting.

11.4 The election of officers and other members of the Management Committee shall take place in the following manner -

11.4.1 any 2 members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;

11.4.2 the nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place;

11.4.3 a list of the candidates' names in alphabetical order, with the proposer's and seconder's names, shall be posted on the Association's official noticeboard and on its website for at least 7 days immediately preceding the annual general meeting;

11.4.4 balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

11.4.5 should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

RULE 12. RESIGNATION AND REMOVAL OF MANAGEMENT COMMITTEE MEMBERS

12.1 Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present the member's case.

12.2 The question of removal shall be determined by the vote of the members present at such a general meeting.

12.3 Resignation or removal from the Management Committee shall be under the same conditions and provisions as provided for in Rule 8 of this Constitution.

RULE 13. VACANCIES ON MANAGEMENT COMMITTEE

13.1 The Management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.

13.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

13.3 The position of any member of the Management Committee absent for 3 consecutive general or Management Committee meetings without leave of absence shall automatically become vacant. Acceptance of an apology shall be deemed grant of such leave.

13.4 Notwithstanding any other provision of this Constitution a casual vacancy for the position of President shall only be filled with the approval of a majority of members attending any general meeting, due notice of intent to fill such vacancy having been given in the Notice of Meeting.

RULE 14. FUNCTIONS OF THE MANAGEMENT COMMITTEE

14.1 Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee -

14.1.1 shall have the general control and management of the administration of the affairs, property and funds of the Association; and

14.1.2 shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.

14.2 The Management Committee may exercise all the powers of the Association -

14.2.1 to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same 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 and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities; and

14.2.2 to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

14.2.3 to invest in such manner as the members of the Association may from time to time determine.

RULE 15. MEETINGS OF MANAGEMENT COMMITTEE

15.1 The Management Committee shall meet bi-monthly or a minimum of 6 occasions each year to exercise its functions.

A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.

15.2 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.

15.3 Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit.

15.4 However, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

15.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which the member is interested, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.

15.6 Notice shall be given via email by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

15.7 The president shall preside as chairperson at every meeting of the Management Committee, or if there is no president, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not present at the meeting (or there is no vice-president appointed) then the members may choose one of their number to be chairperson of the meeting.

15.8 If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse.

15.9 In the other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time & place as the Management committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

RULE 16. APPOINTMENT OF SUB-COMMITTEES

16.1 The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Management Committee thinks fit.

16.2 Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee and the Guidelines set out in Appendix C.

16.3 A subcommittee may elect a chairperson of its meetings.

16.4 If no chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson of the meeting.

16.5 A subcommittee may meet and adjourn as it thinks proper.

16.6 Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

RULE 17.

All acts done by any meeting of the Management Committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

RULE 18. ANNUAL GENERAL MEETING

18.1 The annual general meeting shall be held within three months of the close of the financial year.

18.2 The business to be transacted at every annual general meeting shall be -

19.2.1 the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year; and

19.2.2 if an audit has been conducted, the receiving of the auditor's report upon the books and accounts for the preceding financial year; and

19.2.3 the election of members of the Management Committee; and

19.2.4 if required, the appointment of an auditor.

RULE 19. GENERAL MEETINGS

19.1 The secretary shall convene a special general meeting -

19.1.1 when directed to do so by the Management Committee; or

19.1.2 on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one;

19.2 A requisition mentioned in sub-rule 19.1.2 shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

RULE 20.

20.1 At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

20.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

20.3 For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation that is a member.

20.4 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse.

20.5 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

20.6 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.

20.7 When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

20.8 Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

20.9 All business on the agenda of a lapsed meeting shall be included on the agenda of the next general meeting and shall take precedence over any new business.

RULE 21.

21.1 The secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.

21.2 The Management Committee shall determine the manner by which such notice shall be given.

21.3 Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

21.4 No motion, the effect of which if carried would be to rescind any motion previously passed by the Association or by the Management Committee, shall be admitted unless twenty-one days notice in writing shall have been given to the secretary of the intention to move such a motion and such proposed motion shall be included in the notice of the general meeting at which it is proposed to put the motion.

RULE 22.

22.1 Unless otherwise provided by these rules, at every general meeting -

22.1.1 the president shall preside as chairperson, or if there is no president, or if the president is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice-president shall be the chairperson or if the vice-president is not present or is unwilling to act or there is no vice-president then the Management Committee shall nominate a person to be chairperson of the meeting; and

22.1.2 the chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and

22.1.3 every question, matter or resolution shall be decided by a majority of votes of the members present; and

22.1.4 every financial member present shall be entitled to one vote and in the case of equality of votes the chairperson shall have a second or casting vote: provided that no member shall be entitled to vote at any general meeting if his annual subscription is in arrears at the date of the meeting.

22.1.5 voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot; and

22.1.6 the chairperson shall appoint two members to conduct the secret ballot in such a manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded; and

22.1.7 a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote; and

22.1.7 the instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointer or and

22.1.8 where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a of the appointer's attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised; and

22.1.9 a proxy may but need not be a member of the Association; and

22.1.10 the instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; proxy shall be in the following form or a form as near thereto as circumstances permit -

"I [NAME] of [ADDRESS] a member of the Sippy Downs & District Community Association Inc, hereby appoint [NAME] of [ADDRESS] as my proxy to vote for me on my behalf at the

(Annual) General Meeting of the Association, to be held on [DATE]. Signed this day of [DATE] [INSERT SIGNATURE]

** in favour of)*

the resolution

** against)*

** Strike out whichever is not required. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit)"*

;and

22.1.11 the instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

22.2 The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection.

22.3 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Management Committee meeting verifying their accuracy.

22.4 Similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting.

22.5 However, the minutes of any Annual General Meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding General Meeting or Annual General Meeting

RULE 23. BYLAWS

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

RULE 24. ALTERATION OF RULES

24.1 Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

24.2 However, no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Chief Executive of the Department administering the Act and the Minister responsible for the administration of the Collections Act 1966.

RULE 25. COMMON SEAL

25.1 The Management Committee shall provide for a common seal and for its safe custody.

25.2 The common seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

RULE 26. FUNDS AND ACCOUNTS

26.1 The funds of the Association must be kept in the name of the Association in a financial institution decided by the Management Committee.

26.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

26.3 All the moneys shall be deposited as soon as practicable after receipt thereof.

26.4 All amounts of \$20.00 or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.

26.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.

26.6 The Management Committee shall determine the amount of petty cash that shall be kept on the imprest system.

26.7 All expenditure shall be approved or ratified at a Management Committee meeting.

26.8 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of -

27.8.1 the income and expenditure for the financial year just ended; and

27.8.2 the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

26.9 If the current assets of the Association are of sufficient value to require an audit, as determined by the Office of Fair Trading Queensland, all such statements shall be examined by the auditor who shall present a report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.

26.10 If an audit is not undertaken, the President or Treasurer must verify the financial statement in the form specified by the Office of Fair Trading Queensland.

26.11 The income and property of the Association whence so ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by the member to the Association or otherwise owing by the Association to the member or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

RULE 27. DOCUMENTS

27.1 The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

27.2 All correspondence shall be signed by the Secretary or President as an officer of the Association or by a member of the Management Committee or Sub-Committee delegated by the President or Secretary for specified correspondence and the signatory shall be accorded protection in all things done under instruction from the Management Committee or the Association.

RULE 28. FINANCIAL YEAR

The financial year of the Association shall close on the thirtieth day of June in each year.

RULE 29. DISTRIBUTION OF SURPLUS ASSETS

If the Association shall be wound up in accordance with the provisions of the *Associations Incorporation Act 1981*, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, gifts to which are allowable deductions under the provisions of Section 78(4) and (5) of the Income Tax Assessment Act, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 28 (10), such institution or, institutions to be determined by the members of the Association.

RULE 30. OFFICIAL SPOKESPERSON

No member or officer of the Association other than the President or a member acting as President or delegated by the President shall act or purport to act as official spokesperson for the Association.

RULE 31. REPEAL PROVISIONS

30.1 The previous Constitution and Standing Orders of the Association are hereby repealed; and

30.2 Any appointment made or motion passed under the Constitution hereby repealed, if in force at the commencement of this Constitution, shall continue in force as far as practicable as if made or passed under this Constitution.

APPENDIX A

STANDING ORDERS

1. These Standing Orders shall be applicable to all meetings and shall be construed subject to the Constitution.
2. Meetings shall, subject to the presence of a quorum, start at the time set out in the notice, and shall, subject to the discretion of the meeting, continue until all business on the agenda is disposed of.
3. Any member desiring to speak at general meetings shall rise in place and when called upon by the chairperson shall address the chair. If two or more members rise simultaneously, the chairperson shall call upon the member who first caught the eye.
4. When the chairperson rises to speak, any member standing shall be seated.
5. Except in committee, no member other than the proposer of a motion or an amendment shall speak to it until it has been seconded. A motion or amendment lapsing for the want of a seconder shall not be recorded in the Minutes.
6. A motion or amendment before the chair shall not be withdrawn except by its mover or the leave of the meeting. No motion shall be withdrawn while an amendment is under discussion or after any amendment has been adopted.
7. If required to do so by the chair the proposer of any motion or amendment shall submit it in writing.
8. A motion or amendment before the chair may be reworded by the mover subject to leave of the meeting.
9. Except in committee, no member shall speak more than once to any question, except that the mover of a motion (but not of an amendment) shall have a right of reply, which reply shall close the debate. An amendment shall constitute a separate question from the original motion and from any other amendment.
10. A member moving a motion or amendment shall be deemed to have spoken to it. A member seconding a motion or amendment without speaking to it may reserve his right to speak to it subsequently.
11. When an amendment is before the chair discussion shall be confined to that amendment. No further amendment shall be proposed until the amendment before the chair has been disposed of.
12. The chairperson shall, as far as practicable, call on speakers for and against a motion or amendment alternately, subject to the right of a seconder to speak immediately after the mover. If two consecutive speakers have both argued for or against a motion or amendment, and there is no member wishing to argue the opposite view or, in the case of a motion, to move an amendment, the motion or amendment shall (subject in the case of a motion, to the mover's right of reply) be put without further debate.
13. Any member may raise a Point of Order, which shall take precedence over all other business, and which will be open to discussion. The Point of Order must be raised at the time the alleged irregularity occurred. An explanation or contradiction shall not constitute a Point of Order.
14. Any member disagreeing with the chairperson's ruling on a Point of Order may move dissent. The chairperson shall then vacate the chair and such motion shall be put forthwith without debate.
15. On equality of voting the chairperson shall declare the question resolved so as to preserve the status quo.

16. A member who has not already participated in the debate may at any time, whether another speaker has the floor or not, move, "that the question be now put.", which motion, if accepted by the chair, shall be put without amendment or debate. The chairperson shall have absolute discretion to accept or reject the motion. The chairperson may also voluntarily put the question if of the opinion that adequate discussion has taken place. In either case the mover of a motion shall retain the right of reply. If an amendment is before the chair, the closure motion shall be deemed to close the debate on the amendment only.
17. A member may at any time move, "that the speaker be no longer heard." or "that the speaker be heard for further limited period only." Such motions shall be put without amendment or debate. No other motion, except the closure motion or a motion dealing with the speaker's time, shall be moved while a speaker has the floor.
18. During the discussion of a motion (but not of an amendment), a member who has not already participated in the debate on the motion may move, "that the question be NOT now put." this motion shall be open to debate and shall be debated together with the original motion. If carried, the original motion shall not be dealt with further. If lost, the original motion shall be put forthwith, subject however to the mover's right of reply. The motion may be foreshadowed while an amendment is before the chair, but in no case shall it be put till all amendments have been disposed of.
19. A member may move, "that the debate (or meeting) be now adjourned." Discussion shall be in order, but only amendments as to time or place shall be permitted. The motion shall take precedence over other business before the chair except Points of Order.
20. A general meeting may at any time during the discussion of a motion or amendment resolve itself into a committee of the whole.
21. Standing Orders numbers 1 to 20 or any part of them may be temporarily suspended by a majority of those present. A motion to this effect shall be open to debate.
22. No member shall reflect on the vote of a meeting, except on a motion for the rescision of any resolution previously adopted. No member shall reflect on any portion of the Constitution or Standing Orders, except on a motion (of which due notice was given) to amend or repeal such portion or portions.
23. Notwithstanding anything herein before contained, any decision made by a validly constituted meeting shall not be void by reason only of a departure from these Standing Orders which was not detected till after the decision has been made.
24. Any matters not dealt with in these Standing Orders and Constitution relating to procedure at meetings shall be governed by the customary procedure at meetings as set out in "Guide for Meetings and Organizations" by N. E. Renton published by The Law Book Company Limited.

APPENDIX B

ANNUAL GENERAL MEETING AGENDA FORMAT

1. Chairperson's Opening Remarks
2. Apologies
3. Minutes of previous Annual General Meeting
4. Correspondence relating to the AGM
5. Treasurer's Report and Auditor's Report
6. Outgoing President's Report
7. Election of Office Bearers (and appointment of Auditor if required)
8. Guest Speakers
9. Any other appropriate business

10. Dates of next Annual General Meeting and next General Meeting
11. Closure

APPENDIX C

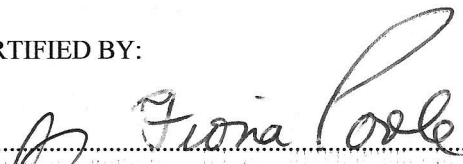
GUIDELINES FOR CONDUCT OF SUB-COMMITTEES


1. Sub-committees shall be formed from time to time on a standing or ad-hoc basis to investigate and act upon concerns raised by members of the Association at monthly general meetings.
2. Membership of sub-committees will be determined by the Management Committee. The President shall be a de facto member of all sub-committees.
3. These subcommittees shall elect their own chairperson and arrange their own meetings.
4. Full minutes of each sub-committee meeting shall be taken, and submitted to the Management Committee.
5. When required by the Management Committee, the chairperson of the sub-committee or their delegate shall attend Management Committee meetings to report on the activities of the sub-committee, provided at least 7 days' notice of such attendance is given by the Secretary.
6. Any decisions made by a sub-committee that are binding on the Association must be approved by the President and Secretary.
7. No member of a sub-committee shall speak publicly about Association or sub-committee business without prior approval by the President.
8. No expenses may be incurred by a sub-committee without prior approval by the President and Treasurer.
9. All correspondence to or from a sub-committee shall be directed through the Secretary unless otherwise delegated by the President or Secretary.

RULE 24 re amendments:

Amendments to this Constitution were passed by a special Resolution on 13th August 2014 and have been registered by the Office of Fair Trading confirmed by letter dated 20th October 2014.

CERTIFIED BY:


..... Fiona Poole – Secretary


..... Simon Poole - President