

THE CONSTITUTION OF
Aspley Camera Club Incorporated
(Amended August 2008)



This constitution should be read in conjunction with The Associations Incorporation Act 1981, last reprinted as in force on 30 October 2006. This can be found at www.legislation.qld.gov.au.

It should also be read in conjunction with the Model Rules made available on the website of the Queensland Department of Fair Trading at www.fairtrading.qld.gov.au.

The Associations Incorporation Act 1981 states that:
47 (1) If a matter is not provided for under an incorporated association's own rules but the matter is provided for under a provision of the model rules (the *additional provision*), the association's own rules are taken to include the additional provision.

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Constitution of Aspley Camera Club Incorporated (amended August 2008)

1 Interpretation

(1) In these rules—

Act means the clubs *Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated association is Aspley Camera Club Incorporated (“*the club*”).

3 Objects

The objects of the club are -

(1) By mutual co-operation to aid and benefit people who are:

(i) interested in photography in any field, and

(ii) admitted to and retain membership of the club subject to the conditions of this constitution.

(2) To facilitate the improvement of the general and technical knowledge of photography of the members of the club by providing lectures, demonstrations and other relevant activities.

(3) To instigate and put into effect any other aims or objects which the management committee might, from time to time, deem to be in the interests of the club.

4 Powers

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

(2) The club may, for example—

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.

5 Classes of members

(1) The membership of the club consists of:

(a) Ordinary members – members over the age of 18 years

(b) Junior Member – Any person under the age of 18 years, provided that the total membership strength of junior members does not exceed 20% of the total membership of the club. Junior members are not eligible to stand for the management committee of the club.

(c) Life Member – On the recommendation of the members of the management committee any member of the club may, at any Annual General Meeting or General Meeting of the club, be elected a Life Member. Any member who in the opinion of the management committee has rendered distinguished service to the club or to photography or made any other notable contribution to the objects of the club or in the service of the club generally may be nominated as a Life Member. A two-thirds majority of the present and voting members are necessary for such election.

Every Life Member shall be entitled to all privileges and be subject to all duties of a member of the club during his/her lifetime (subject to Rule 9) without any further payment of membership fee.

(d) Associate Member – The management committee shall have the power to confer on any applicant for membership, the designation of “Associate Member” for a period to be determined at the discretion of the Management committee from time to time. Such members shall be permitted to attend meetings of the club but shall have no say in the conduct of the meetings of the club, nor any voting rights, nor be eligible to enter competitions. Each Associate Member shall be required to pay a reduced membership fee, the amount to be determined by the management committee from time to time.

(e) Honorary Member – The management committee shall have the power to confer Honorary Membership on any member of committed long standing or on any member in special circumstances deemed worthy of continuing membership in the club or any non-member who has made significant advancements to the aims of the club. Such members will pay no membership fee and shall be permitted to attend meetings of the club but shall have no say in the conduct of the meetings of the club nor have any voting rights and shall not be eligible to enter competitions. Honorary membership should be reviewed after each Annual General Meeting.

(2) The number of ordinary members is unlimited.

6 New membership

(1) An applicant for membership of the club must be proposed by one member of the club (the *proposer*).

2) An application for membership must be -

- (a) in writing; and
- (b) signed by the applicant and the applicant's proposer; and
- (c) in the form decided by the management committee.

7 Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership -

- (a) is the amount decided by the members from time to time at an annual general meeting; and
- (b) is due and payable on the 1st of July each year.

(2) A half-year's subscription of half the appropriate subscription fixed by Clause 7(1a) may be accepted from new members only, on joining the club for the first time, between the 1st of January and the 30th of April following. This half rate subscription shall entitle the holder to membership of the club as from 1st January of that year to 30th June.

(3) Any person seeking membership of the club for the first time between the 1st day of May and the 30th day of June, may pay in advance a single year's subscription fee for the twelve months commencing on 1st July thereafter, which shall entitle that person to full membership privileges from the date of payment.

(4) no subscription shall be accepted in respect of any period other than those provided for by these rules unless approved by a meeting of the management committee.

(5) The management committee has the power to terminate the membership of any member who is in arrears as at 30th September.

8 Admission of new members

(1) The management committee must accept an application for membership at the next committee meeting held after it receives –

- (a) the application for membership; and
- (b) the appropriate membership fee for the application.

(2) The management committee must ensure that, as soon as possible after the person applies to become a member of the club the person is given a copy of this Constitution and is advised

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- (a) whether or not the club has public liability insurance; and
- (b) if the club has public liability insurance - the amount of the insurance.

9 When membership ends

(1) A member may resign from the club by giving a written notice of resignation to the secretary.

(2) The resignation takes effect at—

- (a) the time the notice is received by the secretary; or
- (b) if a later time is stated in the notice—the later time.

(3) The management committee may terminate a members membership if the member—

- (a) is convicted of an indictable offence; or
- (b) does not comply with any of the provisions of these rules; or
- (c) has membership fees in arrears for 3 months (i.e. as of 30th September); or
- (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the club.

(4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

(5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

10 Appeal against termination of membership

(1) A person whose membership has been terminated may give the secretary written notice of their intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

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

11 General meeting to decide appeal

(1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(3) Also, the management committee and the members of the committee who terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

12 Register of members

(1) The management committee must keep a register of members of the club.

(2) The register must include the following particulars for each member —

(a) the full name of the member;

(b) the postal or residential address of the member;

(c) the date of admission as a member;

(d) the date of death or time of resignation of the member;

(e) details about the termination or reinstatement of membership;

(f) any other particulars the management committee or the members at a general meeting decide — for instance, club competition grade.

(3) The register must be open for inspection by members of the club at all reasonable times.

(4) A member must contact the secretary to arrange an inspection of the register.

(5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

13 Prohibition on use of information on register of members

(1) A member of the club must not —

(a) use information obtained from the register of members of the club to contact, or send material to, another member of the club for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the club for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the club.

14 Appointment or election of secretary

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

(a) a member of the club elected by the club as secretary; or

- (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the club's management committee;
 - (ii) another member of the club;
 - (iii) another person.
- (2) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the club within 1 month after the vacancy happens.
- (3) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (4) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (5) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (6) In this rule, *casual vacancy*, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

15 Removal of secretary

- (1) The management committee of the club may at any time remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in rule 14(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in rule 14(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 14(4), the person remains a member of the management committee.

16 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.

17 Membership of management committee

- (1) The management committee of the club consists of:
 - (a) President
 - (b) Treasurer
 - (c) Secretary (subject to Rule 14)
 - (d) Vice President
 - (e) Programmes Officer
 - (f) Entries Officer
 - (g) Editor
 - (h) two other members
- (2) All of these are honorary positions.
- (3) The Immediate Past President shall be an ex officio member of the management committee and shall have no voting rights.
- (4) A member of the management committee, other than a secretary appointed by the management committee under rule 14(1) (b) (iii), must be a member of the club.
- (5) At each annual general meeting of the club, the members of the management committee must retire from office but are eligible, on nomination, for re-election.
- (6) No member of the management committee of the club may hold any one office for more than three (3) consecutive years from the time of election at an Annual General Meeting.
- (7) A member of the club may be appointed to a casual vacancy on the management committee under Rule 20.

18 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
 - (a) any 2 members of the club may nominate another member (the *candidate*) to serve as a member of the management committee;
 - (b) the nomination must be -
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (c) each member of the club present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
 - (a) is 18 years or over; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
 - (c) is a financial member of the club
- (3) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (4) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised —
 - (a) whether or not the club has public liability insurance; and
 - (b) if the club has public liability insurance—the amount of the insurance.

19 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

20 Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the club to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 23(1) as a quorum of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the club.

21 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the club carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the club.

(2) The management committee has authority to interpret the meaning of these rules and any matter relating to the club on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note - The Act prevails if the clubs rules are inconsistent with the Act—see section 1B of the Act.

(3) The management committee may exercise the powers of the club (as stated in Rule 4).

22 Meetings of management committee

(1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.

(2) The management committee must meet at least once every 2 months to exercise its functions.

(3) The management committee must decide how a meeting is to be called.

(4) Notice of a meeting is to be given in the way decided by the management committee.

(5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.

(7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

(8) A member of the management committee must not vote on a question about a contract or proposed contract with the club if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.

(9) The president is to preside as chairperson at a management committee meeting.

(10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

23 Quorum for, and adjournment of, management committee meeting

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

(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.

(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—

(a) the meeting is to be adjourned for at least 1 day; and

(b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

24 Special meeting of management committee

(1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.

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

(3) A request for a special meeting must state—

(a) why the special meeting is called; and

(b) the business to be conducted at the meeting.

(4) A notice of a special meeting must state—

(a) the day, time and place of the meeting; and

(b) the business to be conducted at the meeting.

(5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

25 Minutes of management committee meetings

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

26 Other club officers

(1) At the discretion of the management committee, a number of other club officers shall be elected at an Annual General Meeting or Special Meeting of the club. These officers are required for controlling and managing the activities of the club in an efficient and businesslike manner. These may include:

- (a) Assistant Secretary
- (b) Assistant Treasurer
- (c) Assistant Entries Officers – Print and Projected Images
- (d) Projectionist/s
- (e) Interclub Competitions Officer
- (f) Publicity Officer
- (g) Catering Officer
- (h) Archivist
- (i) and other officers as necessary

(2) All of these are honorary positions.

27 Appointment of subcommittees

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

28 Acts not affected by defects or disqualifications

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

29 Resolutions of management committee without meeting

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

30 Authority of the Management committee

Any member who is in disagreement with the actions or management of the club may apply in writing to the President or Secretary for permission to attend at the next meeting of the Management committee. Should the request not be received in writing and that member attends the management committee meeting, the President or Chairperson in the absence of the President, may request him/her to leave. In the event of his/her refusal, the President or

Chairperson may declare “no further business” and close the Management committee Meeting.

31 Annual general meetings

Each annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the club's reportable financial year.

32 Business to be conducted at annual general meeting

The following business must be conducted at each annual general meeting of the club—

- (a) receive and consider the club's financial statement, and signed statement, for the last reportable financial year;
- (b) present the financial statement and signed statement to the meeting for adoption;
- (c) receive and consider the President's report;
- (d) elect members of the management committee and other club officers that the management committee deems necessary;
- (e) appoint an auditor, an accountant or an approved person for the present financial year. The auditor/s need not be a member/s of the club but shall not be a member/s of the management committee.
- (f) report on the management committee's decision about the need for public liability insurance for the club and if the club has public liability insurance, the value of this.
- (g) transact any other business that should be transacted at an Annual General Meeting including deciding on any changes to the membership fee .

33 Notice of general meeting

- (1) The secretary may call a general meeting of the club.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the club.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meeting must be given in writing which may be distributed by traditional or electronic means -
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision to terminate the person's membership of the club;
 - (b) a meeting called to hear and decide a proposed special resolution of the club.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

34 Quorum for, and adjournment of, general meeting

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

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

35 Procedure at general meeting

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

36 Voting at general meeting

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

37 Special general meeting

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

38 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[*Name of association*]:
I, _____ of _____, being
a member of the club, appoint _____
of _____
as my proxy to vote for me on my behalf at the (annual) general meeting of the club, to be held
on _____ the _____ day _____ of _____
20 _____
and at any adjournment of the meeting.
Signed this _____ day of _____ 20 _____.
Signature _____

(2) The instrument appointing a proxy must—

(a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or

(b) if the appointor is a corporation—

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the club or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

[*Name of association*]:
I, _____ of _____, being
a member of the club, appoint _____
of _____
as my proxy to vote for me on my behalf at the (annual) general meeting of the club, 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*]

39 Minutes of general meetings

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes—

(a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

(b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the club that is a general meeting or annual general meeting, verifying their accuracy.

(3) If asked by a member of the club, the secretary must, within 28 days after the request is made—

(a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(4) The club may require the member to pay the reasonable costs of providing copies of the minutes.

40 By-laws

- (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the club.
- (2) A by-law may be set aside by a vote of members at a general meeting of the club.

41 Alteration of rules

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

42 Common seal

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

43 Funds and accounts

- (1) The funds of the club must be kept in an account/s in the name of the club in a financial institution decided by the management committee. All monies received by the club shall be deposited as soon as practicable after receipt of same.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the club.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the club of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - (a) the president;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) any 1 of 3 other members of the club who have been authorised by the management committee to sign cheques issued by the club.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (9) All expenditure must be approved or ratified at a management committee meeting except for the following payments:
 - (i) Rent for use of premises
 - (ii) Australia Post for rent of Post Office Box
 - (iii) Subscriptions to those organisations of which membership or affiliation by the club has been authorised at General Meetings
 - (iv) Reimbursements to judges and lecturers that have previously been approved by the management committee
 - (v) Public Liability insurance.

44 General financial matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the club must be used solely in promoting the club's objects and exercising the club's powers.
- (3) In the event that the club borrows money from members or other individuals and interest is paid on the amounts borrowed, the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -
 - (a) the financial institution for the club; or
 - (b) if there is more than 1 financial institution for the club—the financial institution nominated by the management committee.

45 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the club.

46 Financial year

The end date of the club's financial year is 30th June in each year.

47 Distribution of surplus assets to another entity

- (1) This rule applies if the club—
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the club.
- (3) The surplus assets must be given to another entity—
 - (a) having objects similar to the club's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule— *surplus assets* see section 92(3) of the Act..