

CONSTITUTIONAL RULES FOR THE TOOWOOMBA BUSHWALKERS CLUB INC

Words And Expressions To Have Meaning In The Act

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

NAME

2. The name of the incorporated Association is ***Toowoomba Bushwalkers Club Inc***

OBJECTS

3. The objects of the Association are *To cater for bushwalkers in the Toowoomba area who wish to participate in organised activities*

POWERS

4. (1) The Association has the powers of an individual.
(2) The Association may, for example -
 - (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

CLASSES OF MEMBERS

5. (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members-
 - (a) life members;
 - (b) probationary members;
- (2) The number of ordinary members is unlimited.
- (3) The club shall determine eligibility of each class of membership through its by-laws

MEMBERSHIP

- 6 (1) A member of the incorporated Association who, before becoming a member, has paid the member's annual subscription for membership of the unincorporated Association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.
- (2) An application for membership must be-
 - (a) in writing; and
 - (b) signed by the applicant and
 - (c) in the form decided by the management committee.
- (3) An applicant for membership of the Association, must be proposed by 1 member of the Association (the **proposer**) and seconded by another member (the **second**) prior to membership.

MEMBERSHIP FEES

7. (1) The membership fee for each class of membership-
 - (a) is the amount decided by the members from time to time at a general meeting; and
 - (b) is payable when, and in the way, the management committee decides.

ADMISSION AND REJECTION OF MEMBERS

8. (1) The management committee or general meeting should consider an application for membership at the next meeting of the committee or general meeting held after it receives-
 - (a) the application; and
 - (b) the appropriate membership fee for the application.
- (2) The management committee or general meeting must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the management committee members present at the management meeting , or members at a general meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.

WHEN MEMBERSHIP ENDS

9. (1) A member may resign from the Association by giving a written notice of

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resignation to the secretary.

- (2) The resignation takes effect on-
 - (a) the day and at the time the notice is received by the secretary; or
 - (b) if a later day is stated in the notice - the later day.
- (3) The management committee may terminate a member's membership if the member -
 - (a) is convicted of an indictable offence; or
 - (b) fails to comply with any of the provisions of the Rules or By-Laws; or
 - (c) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the management committee terminates a member's membership under s 9 (3), 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 except when membership lapses under s 9 (6).
- (6) If a member fails to renew their subscription by 3 months after their subscription falls due, their membership will be deemed to have lapsed. All reasonable attempts should be made to advise the member in arrears that their membership subscription has lapsed.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10. (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- (4) 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.
- (5) Also, the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
- (6) An appeal must be decided by a vote of the members present at the meeting.

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- (7) If a person whose application 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 application fee paid by the person.

REGISTER OF MEMBERS

11. (1) The management committee must keep a register of members, past and present.
- (2) The register of members must include the following particulars for each member-
 - (a) the full name and residential address of the member;
 - (b) information required under Regulations;
 - (c) any other particulars the management committee or the members at a general meeting decide
- (3) The secretary must make available to a member on request all personal details about them held by the club.

SECRETARY

12. (1) When a vacancy happens the members of the management committee must ensure a secretary is appointed or elected for the Association within 1 month after the vacancy occurs.
- (2) The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is -
 - (a) a member of the Association elected by the Association as secretary; or
 - (b) any of the following persons appointed by the management committee-
 - (i) a member of the Association's management committee;
 - (ii) a member of the Association;
 - (iii) another person.
- (3) The management committee may appoint or remove the Association's secretary at any time.

MEMBERSHIP OF MANAGEMENT COMMITTEE

13. (1) The management committee of the Association shall consist of at least three (3) members which shall include the president the treasurer, and any other members the Association's members elect or appoint at a general meeting and whose by-laws indicate that they will be part of the management committee.
- (2) Every member of the management committee, other than the secretary, must be a member of the Association.

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- (3) At each annual general meeting of the Association, the members of the management committee and other office bearers must retire from office, but are eligible, on nomination, for re-election.
- (4) No member may hold more than one Management Committee position.

ELECTING THE MANAGEMENT COMMITTEE AND OTHER OFFICE BEARERS AT THE AGM

14. (1) A member of the management committee and other Office Bearers may only be elected as follows-
 - (a) Any member may nominate to be member of the management committee or to be an office bearer. Such nominations should also be seconded by two other members.
 - (b) Any 2 members of the Association may nominate another member (the **candidate**) to serve as a member of the management committee or to be an office bearer;
 - (c) Management Committee nominations should be consistent with Association's Incorporation Act and Regulations.
 - (d) A returning Officer should be appointed for the voting process.
 - (e) Each member present has one vote only for each vacancy. In the case of a tied vote the returning officer should cast the deciding vote.
 - (f) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

15. (1) A management committee member may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect on-
 - (a) the day and at the time the notice is received by the secretary; or
 - (b) if a later day is stated in the notice - the later day.
- (3) A member may be removed from office at a general meeting of the Association if a majority of the members present 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) There is no right of appeal by a member under this section

VACANCIES ON MANAGEMENT COMMITTEE

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16. (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy or the vacancy may be filled at the next general meeting 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 these rules as a quorum of the management committee,⁸ the continuing members may act only to-
- (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the Association.

FUNCTIONS OF MANAGEMENT COMMITTEE

17. (1) Subject to these rules or a resolution of the Association members carried at a general meeting, the management committee -
- (a) has the general control and management of the administration of the affairs, property and funds of the Association; and
 - (b) has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.
- (2) The management committee may exercise the powers of the Association -
- (a) to borrow, raise or secure the payment of amounts in a way the Association members decide; and
 - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the Association may from time to time decide.
- (3) For sub-section (2)(d), the rate of interest must not be more than the current rate

⁸ For the number of members to form a quorum, see section 18(Meetings of management committee)

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being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -

- (a) the financial institution for the Association; or
- (b) if there is more than 1 financial institution for the Association - the financial institution nominated by the Association.

MEETINGS OF MANAGEMENT COMMITTEE

18. (1) Subject to subsections (2) to (16), the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The 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 committee.
- (5) If the secretary receives a written request signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.
- (6) A request for a special meeting must state-
- (a) why the special meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (7) At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- (8) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (9) A management committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- (10) The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.
- (11) 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.
- (12) The president or, 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 vice-

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president is to preside as chairperson at the meeting.

- (13) If the president and the vice-president are absent from a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
- (14) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
- (15) If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to-
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the committee.
- (16) If, at the adjourned meeting mentioned in subsection (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.
- (17) Meetings of the Management committee may be held at the same time as a general meeting

DELEGATION OF MANAGEMENT COMMITTEE POWERS

19. (1) The management committee may delegate the whole or part of its powers to a subcommittee consisting of the Association members considered appropriate by the committee.
- (2) A subcommittee may only exercise delegated powers in the way the management committee decides.
- (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.

ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

20. (1) An act performed by the management committee, a subcommittee or a person delegated by the management committee is taken to have been validly performed if

the decision had been ratified by the committee.

- (2) Subsection (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 delegated as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person delegated as a member of the management committee, was disqualified from being a member.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

21. (1) A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting 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 subsection (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

FIRST GENERAL MEETING

22. (1) The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the Association is incorporated.
- (2) The management committee must decide where the meeting is to be held.
- (3) The business to be conducted at the first general meeting must include the appointment of an auditor.

FIRST ANNUAL GENERAL MEETING

23. The first annual general meeting must be held within 18 months after the day the Association is incorporated.

SUBSEQUENT ANNUAL GENERAL MEETINGS

24. (1) Each subsequent annual general meeting must be held -
 - (a) at least once each year; and
 - (b) within 6 months after the end of the Association's previous financial year.

BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

25. (1) The following business must be conducted at each annual general meeting -

- (a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Association for the last financial year;⁹
- (b) receiving the auditor's report on the financial affairs of the Association for the last financial year;
- (c) presenting the audited statement to the meeting for adoption;
- (d) electing members of the management committee and other office bearers;

SPECIAL GENERAL MEETING

26. (1) The secretary may only call a special general meeting by giving each member 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 members of the Association presently on the management committee; or
 - (ii) at least the number of ordinary members of the Association equal to double the number of members of the Association presently on the management committee 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 subsection (1) (b) must state-
- (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.

NOTICE OF GENERAL MEETING

27. (1) A general meeting or management committee may set times for scheduled general meetings of club members.

QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

28. (1) Subject to subsection (5), at a general meeting the number of members equal to double the number of members of the Association presently on the management committee plus 1 form a quorum.

⁹ This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement).

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- (2) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- (3) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the Association, the meeting lapses.
- (4) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the Association, the meeting is to be adjourned to-
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the management committee.
- (5) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (6) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (7) 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.
- (8) 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.
- 9) In this rule -

"member" includes a person attending as a proxy or representing a corporation that is a member.

PROCEDURE AT GENERAL MEETING

29. (1) Subject to these rules, at each general meeting -
- (a) the president or, 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 vice-president is to preside as chairperson; and
 - (b) if the vice-president is absent or unwilling to act as chairperson, 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; and
 - (d) each question, matter or resolution must be decided by a majority of votes of the members present; and
 - (e) each member present and entitled 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

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- vote; and
 - (f) a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
 - (g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
 - (h) if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and
 - (i) 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; and
 - (j) a member may vote in person or by proxy or by attorney and-
 - (i) on a show of hands, each person present who is a member or a representative of a member has 1 vote; and
 - (ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 vote; and
 - (k) an instrument appointing a proxy must be in writing; and-
 - (i) if the appointor is an individual - signed by the appointor or the appointor's attorney properly authorised in writing; or
 - (ii) if the appointor is a corporation - either under seal or signed by a properly authorised officer or attorney of the corporation; and
 - (l) a proxy may be a member of the Association or another person; and
 - (m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
 - (n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in manner agreed by the management committee or general meeting
 - (o) 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; and
 - (p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and
 - (q) the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
- (2) To ensure the accuracy of the minutes recorded under subsection (1)(p)-
- (a) 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; and
 - (b) 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
 - (c) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.

BY-LAWS

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

ALTERATION OF RULES

31. (1) Subject to the *Associations Incorporation Act 1981*, 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.

COMMON SEAL

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

FUNDS AND ACCOUNTS

33. (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) If an amount of \$100 or more is paid by cheque, the cheque must be signed by any 2 of the following-
- (a) the president;

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- (b) the secretary;
 - (c) the treasurer;
 - (d) another member authorised by the management committee for the purpose.
- (5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (6) 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.
- (7) All expenditure must be approved or ratified at a management committee meeting or a general meeting.
- (8) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
- (a) the income and expenditure for the financial year just ended;
 - (b) the Association's assets and liabilities at the close of the year;
 - (c) the mortgages, charges and securities affecting the property of the Association at the close of the year.
- (9) The Management Committee should ensure that an auditor examines the financial records of the Association and prepares a statement under subsection 8 for the Management Committee prior to the next annual general meeting following the financial year for which the audit was made.

DOCUMENTS

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

FINANCIAL YEAR

35. The financial year of the Association shall close each year on 30 June

DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

36. (1) This section applies if the Association-
- (a) is wound-up under part 10 of the Act;¹⁰ and
 - (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the Association members.
- (3) The surplus assets must be given to another entity -

¹⁰ Part 10 (Winding-up) of the Act

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- (a) having objects similar to the Association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this section -
- "surplus assets"** has the meaning given by section 92(3)¹¹ of the Act.

Last amended 14 September 2005

¹¹ Section 92 (Distribution of surplus assets) of the Act.