

(Final)  
2009

## Constitution and Rules

Royal Queensland Art Society (Gold Coast  
Branch) Inc

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# Royal Queensland Art Society (Gold Coast Branch) Inc

## Constitution and Rules

### Preliminary

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#### 1. Definitions

In these Rules:

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

"**Association**" means Royal Queensland Art Society, Inc.

"**Association Management Committee**" means the Association's Management Committee as constituted from time to time.

"**Association Constitution and Rules**" means the constitution and rules adopted by the Association and labelled Attachment "A" to these Rules.

"**Auditor**" means the auditor or auditors for the time being of the Association or Branch appointed under the Act.

"**Branch**" means Royal Queensland Art Society (Gold Coast Branch) Inc.

"**Branch Management Committee**" means the Branch's Management Committee as constituted from time to time.

"**Financial Year**" means the financial year of the Branch as specified in section 36.

"**member**" means a member of the Association or Branch.

"**Officer**" means each individual appointed to one or more of the following positions of the Association or Branch from time to time:

- (a) the president;
- (b) a vice president;
- (c) the Secretary;
- (d) the Treasurer;
- (e) a member of the Association Management Committee or Branch Management Committee;
- (f) a manager appointed by the Associations Management Committee or Branch Management Committee.

"**Rules**" means the Association Constitution and Rules or this Branch's constitution and rules and any regulations or by-laws of the Association or Branch as amended from time to time.

"**Secretary**" means the person elected or appointed as the Association Secretary or Branch secretary under the Act.

"**Special Resolution**" means a resolution passed at a general meeting of the Branch by the votes of  $\frac{3}{4}$  of the Members who are present and entitled to vote on the resolution.



"**Treasurer**" means the member of the Association Management Committee or Branch Management Committee responsible for the finances of the Association or Branch, whatever the person's position is called.

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## 2. Interpretation

Headings are for convenience only and do not affect interpretation. Unless the context indicates a contrary intention, in these Rules:

- (a) a word importing the singular includes the plural (and vice versa);
- (b) a word indicating a gender includes every other gender;
- (c) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;
- (d) the word "**includes**" in any form is not a word of limitation;
- (e) a reference to something being "**written**" or "**in writing**" includes that thing being represented or reproduced in any mode in a visible form;
- (f) a notice or document required by these Rules to be signed may be authenticated by any other manner permitted by the Act or any other law;
- (g) a reference to a statute includes its delegated legislation and a reference to a statute or delegated legislation or a provision of either includes consolidations, amendments, re-enactments and replacements; and

a word or expression that is not defined in these Rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

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## 3. Enforcement

- (a) Each Association member and Branch member submits to the non-exclusive jurisdiction of the courts of Queensland and the courts competent to determine appeals from those courts with respect to any proceedings that may be brought at any time relating to these Rules.
- (b) If at any time any provision of these Rules is or becomes illegal, invalid or unenforceable in any respect under the law of any jurisdiction, then that does not affect or impair:
  - (i) the legality, validity or enforceability in that jurisdiction of any other provision of these Rules; or
  - (ii) the legality, validity or enforceability under the law of any other jurisdiction of that or any other provision of these Rules.

## Objects, powers and organisation

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### 4. Name

The name of this Branch is "Royal Queensland Art Society (Gold Coast Branch) Inc".

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## 5. Application

- (a) These Rules bind the Branch and each Branch member.
- (b) The Association Constitution and Rules applies to:
  - (i) this Branch; and
  - (ii) each Branch member.
- (c) To the extent of any inconsistency, the Association Constitution and Rules override the provisions in this Branch Rules.
- (d) The Branch will use all its endeavours to:
  - (i) fulfil its obligations under the Association Constitution and Rules;
  - (ii) comply with any reasonable written direction of the Association.

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## 6. Objects

The objects as detailed in the Association Constitution and Rules apply to the Branch.

This Branch Rules aims to supplement the Branch's obligations under the Association Constitution and Rules.

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## 7. Powers

- (a) The Branch has the powers of an individual.
- (b) The Branch may, for example-
  - (i) enter into contracts; and
  - (ii) acquire, hold, deal with and dispose of property; and
  - (iii) make charges for services and facilities it supplies; and
  - (iv) do other things necessary or convenient to be done in carrying out its affairs.

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## 8. Organisation of the Branch

- (a) The organisation of the Branch shall, for the purposes of furthering the objects of the Branch and Association, consist of the Branch Management Committee to control, subject to the Rules, those matters that concern the Branch as a whole.
- (b) The procedure for election of the Branch Management Committee is described in Rule 16.

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## 9. Branch

- (a) At the date of adoption of these Rules the Branch served an area with a radius of 30km of the Gold Coast GPO.

- (b) A person may apply for membership with the Branch and will not be refused membership on the grounds of address alone.
- (c) All Branch Members must also be members of the Association, in the appropriate class listed in Rule 10(a).

## Membership and Membership Fees

### 10. Classes of Membership

- (a) The membership of the Association and Branch consists of the following classes of Members, further details of which are set out below:
  - (i) Fellows;
  - (ii) Ordinary Members;
  - (iii) Country Members;
  - (iv) Student Members;
  - (v) Family Members;
  - (vi) Honorary Life Members;
  - (vii) Life Members;
  - (viii) Friends of the Association;
  - (ix) Social Members;
  - (x) Honorary Members;
  - (xi) Corporate Members.

| Class of Membership | Description / Conditions of Entry   | Quota Limitations (if any) | Limitations of rights of class |
|---------------------|---|----------------------------|--------------------------------|
| Fellows             | The procedure for elevation of members to the status of Fellows or Honorary Life Members is set out in the By-Laws or as determined by the Association Management Committee from time to time.  | Unlimited                  | No limitations                 |
| Ordinary Members    | An Ordinary Member is a person who agrees to support the objects of the Association and Branch set out in rule 6, and who participates or has an interest in creative work of any kind.<br><br>An Ordinary Member may be a member of another class, other than an Honorary Member or a Friend of the Association. | Unlimited                  | No limitations                 |

| Class of Membership   | Description / Conditions of Entry  | Quota Limitations (if any) | Limitations of rights of class |
|-----------------------|--|----------------------------|--------------------------------|
| Country Members       | Country Membership is available to Members who reside outside the territory of the Branch as determined by the Branch Management Committee from time to time.  | Unlimited                  | No limitations                 |
| Student Members       | A Student Member is one who is engaged in full-time study at a recognised school, art college, or other similar secondary or tertiary institution.   | Unlimited                  | No limitations                 |
| Family Members        | Ordinary Members and Fellows may take out a Family Membership and for such membership there shall be one subscription payable, as determined from time to time as set out in Rule 15. Family Membership may include the person qualifying as a member, or Fellow, his or her partner, their children (including step children) under the age of 18, and pension age parents, irrespective of the number of persons so included. Should a member or Fellow, being part of a Family Membership unit, proceed to a different classification, this will be regarded as a personal membership and such member or Fellow shall from that point be excluded from the Family Membership arrangement. | Unlimited                  | One vote per family            |
| Honorary Life Members | Honorary Life Members shall remain Members for life without payment of further subscriptions. Elevation of Members to the status of Honorary Life Members is set out in the By-Laws or as determined by the Association Management Committee from time to time.  | Unlimited                  | No limitations                 |
| Life Members          | The Association Management Committee, on recommendation from the Branch Management Committee, and receipt of payment of an appropriate single subscription determined by the Association Management Committee may appoint a person to be a Life Member. Such a person shall remain a member for life without further subscription payments.  | Unlimited                  | No limitations                 |

| Class of Membership        | Description / Conditions of Entry   | Quota Limitations (if any) | Limitations of rights of class           |
|----------------------------|---|----------------------------|--|
| Friends of the Association | The Association Management Committee or the Branch Management Committee may appoint persons wishing to support the Association without actively participating in the artistic activities as "Friends of the Association".   | Unlimited                  | No voting rights<br>Can not hold office  |
| Social Members             | Social Membership is available to Members wishing to support the Association and Branch without actively participating in the artistic activities of the Association or Branch. Unlike Friends of the Association or Branch, Social Members will have voting rights in the Association or the Branch. | Unlimited                  | No limitations                           |
| Honorary Members           | The Association Management Committee, on recommendation from a Branch Management Committee, may confer Honorary Membership on any person distinguished in any area of the arts or in service to the arts. Such a person shall remain a member for life without subscription.                          | Unlimited                  | No voting rights<br>Can not hold office  |
| Corporate Members          | Corporate Membership is available to Business' wishing to support the Association and Branch without actively participating in the artistic activities of the Association and Branch  | Unlimited                  | No voting rights.<br>Can not hold office |

## 11. Admission to Membership

- (a) Applications for all classes of membership must be:
- (i) delivered to the Branch Secretary;
  - (ii) in writing;
  - (iii) signed by the applicant;
  - (iv) accompanied by the appropriate administration fee (Rule 15); and
  - (v) in such form as the Branch Management Committee from time to time prescribes.

- (b) If the application complies with the above requirements, the Branch Secretary must forward it, with any comments, to the Branch Management Committee which must consider it at its next meeting.
- (c) The Branch Management Committee must decide at the meeting whether to accept or reject the application.
- (d) If the majority of the Branch Management Committee members present at the meeting vote to accept the applicant as a member:
  - (i) the applicant must be accepted as a Member to the class of Membership applied for pertaining to the Branch;
  - (ii) subject to any matters raised by the Association Management Committee (if any), the applicant must also be accepted as a Member to the class of Membership applied for pertaining to the Association; and
  - (iii) such membership shall be deemed to have commenced on the date the application is received by the Branch.
- (e) The Branch Secretary must, as soon as practicable after the Branch Management Committee decides to accept or reject an application:
  - (i) notify the applicant in writing of the decision; and
  - (ii) provide the Association Secretary with details of the new member sufficient to update the Association's register of members.

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## 12. When membership ends

- (a) A member may resign from the Association and Branch by giving a written notice of resignation to the Branch Secretary.
- (b) The resignation takes effect on:
  - (i) the day and at the time the notice is received by the Secretary; or
  - (ii) if a later day is stated in the notice - the later day.
- (c) The Association Management Committee may terminate or suspend a member's membership or censure a member if the member:
  - (i) is convicted of an indictable offence; or
  - (ii) does not comply with any of the provisions of these Rules or the Association Constitution and Rules; or
  - (iii) has membership fees in arrears for at least 2 months; or
  - (iv) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association or Branch.
- (d) Before the Association 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.
- (e) If, after considering all representations made by the member, the Association Management Committee decides to terminate the membership, the Secretary of the

Association Management Committee must give the member a written notice of the decision.

- (f) Only the Association Management Committee has the authority to:
  - (i) terminate membership
  - (ii) suspend membership; or
  - (iii) censure a member.

However, the Branch may notify the Association Management Committee of its wish to censure, suspend or terminate a membership and this wish must be communicated to the Association Management Committee by way of a copy of a resolution passed at the Branch's Special Member's Meeting.

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### **13. Appeal Against rejection or termination of membership**

- (a) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Branch Secretary written notice of the person's intention to appeal against the decision.
- (b) A notice of intention to appeal must be given to the Branch Secretary within 1 month after the person receives written notice of the decision.
- (c) If the Branch Secretary receives notice of intention to appeal, the Branch Secretary must, within 3 months after the date of receipt, call a general meeting to decide the appeal.
- (d) 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.
- (e) Also, the Branch Management Committee must be given an opportunity to show why the application should be rejected or the membership should be terminated.
- (f) An appeal must be decided by a vote of the members present at the meeting.
- (g) If a person whose application has been rejected:
  - (i) does not appeal against the decision within 1 month after receiving written notice of the decision; or
  - (ii) appeals but the appeal is unsuccessful,the Branch Secretary must, as soon as practicable, refund the application fee paid by the person.

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### **14. Register of Members**

- (a) The Branch Management Committee must keep a register of all its members.
- (b) The register of members may include the following details for each member:
  - (i) the full name and residential address;
  - (ii) the Branch;

- (iii) the date of admission as a member.
  - (iv) the date of death or resignation of the member;
  - (v) details about the termination, suspension or reinstatement of membership or censure of the member;
  - (vi) details of qualifications, experience etc; and
  - (vii) details of membership status and changes in status and such other details as the Management Committee determines from time to time.
- (c) The register shall be open for inspection at all reasonable times by any member who applies to the Branch Secretary for such inspection.
- (d) Each member shall, on payment of his or her annual subscription, be issued with a membership card by the Branch, showing:
- (i) the Branch;
  - (ii) name;
  - (iii) any other details; and
  - (iv) the Financial Year for which the subscription was paid.
- The member may be required to display this card at any time as evidence of current membership.
- (e) At the end of each Financial Year, the Branch's register of members shall be reconciled with the Association's register of members.

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## **15. Membership Fees**

- (a) All applicants for membership of any class (excluding Honorary Members, Friends of the Association and Honorary Life Members) must pay to the Branch a non-recurring Administration Fee of an amount determined from time to time by the Branch Management Committee as it sees fit.
- This Administration Fee is payable at the time of lodgement with the Branch Management Committee of the nomination form. This Administration fee is to be forwarded to the Association within 1 month of receiving the said fee.
- (b) Annual subscriptions for each class of membership shall be set from time to time by the Branch Management Committee.
- (c) All subscriptions shall be paid to the Branch.

## **Committees**

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### **16. Branch Management Committee membership**

- (a) The Branch Management Committee shall consist of:
- (i) the president;
  - (ii) one or two vice-presidents;



- (iii) the Secretary;
  - (iv) the Treasurer; and
  - (v) at least two committee members
- (b) All members of the Branch Management Committee shall be adult members of the Branch.
- (c) At each Annual General Meeting of the Branch all the members of the Branch Management Committee for the time being shall retire from office but shall be eligible upon nomination for re-election.

A person who has held the office of the President of the Branch Management Committee for three or more consecutive years shall not be eligible for re-election to the same office.

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## **17. Electing the Branch Management Committee**

- (a) Any two members of the Branch may nominate any other member to serve as an Officer on the Branch Management Committee.
- (b) The nomination must be in writing, signed by the candidate and proposer and seconder, and lodged with the Branch Secretary at least 42 days before the date of the Annual General Meeting of the Branch.
- (c) If there are more nominations for any position than are required to fill the particular positions, ballot papers prepared in accordance with the Act shall be despatched to all members of the Branch at least 21 days before the date of the Annual General Meeting. At the same time the Branch Management Committee must nominate a Member as returning officer.
- (d) Ballot papers shall be returned to the returning officer at least 3 days before the Meeting date.
- (e) The results of the ballot for the office-bearers of the Branch Management Committee shall be tabled at the Annual General Meeting of the Branch.
- (f) Subject to Rule 17(c), each nomination shall be approved or rejected by a majority of the members present at such Annual General Meeting.

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## **18. Functions of the Branch Management Committee**

Subject to these Rules or a resolution of members carried at a General Meeting and except to the extent as reserved by the Association, the Branch Management Committee has:

- (a) the general control and management of the administration of the affairs, property and funds of the Branch; and
- (b) authority to interpret the meaning of these Rules and any matter relating to the Branch on which these Rules are silent.

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## **19. Powers of the Branch Management Committee**

Without limiting Rule 18 and except to the extent as reserved by the Association, the Branch Management Committee may exercise the powers of the Branch:

- (a) to take, acquire or assume all the funds, assets and liabilities of the Branch and to manage the same, including bank accounts held in the Branch's name at any bank.
- (b) to transfer any assets to the Association or other Branches of the Association at its complete discretion;
- (c) to subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association, provided that the Branch shall not subscribe to or support with the Branch's funds, any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Branch by these Rules;
- (d) in furtherance of the objects of the Association and Branch to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association and Branch or persons frequenting the Association or Branch's premises;
- (e) 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 connexion with, any of the objects of the Association and Branch. If the Branch takes or holds any property which may be subject to any trusts, the Branch shall only deal with the same in such manner as is allowed by law, having regard to such trusts;
- (f) 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 Branch; to obtain from any such Government or Authority any rights, privileges and concessions which the Branch may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (g) to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Branch;
- (h) 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 Branch, or in or about the Branch or promotion of the Branch or in the furtherance of its objects;
- (i) 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 Branch'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;
- (j) to invest and deal with the money of the Branch not immediately required in such manner as may from time to time be thought fit, but always in accordance with these Rules and the Association Constitution and Rules;
- (k) 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 Branch's property or assets present or future and to purchase, redeem or pay-off any such securities;

- (l) in furtherance of the objects of the Association and Branch 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 Branch;
- (m) to take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Branch's property of whatsoever kind sold by the Branch, or any money due to the Branch from purchasers and others;
- (n) to take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Branch but subject always to the proviso in sub-rule 19(e);
- (o) 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 Branch, in the shape of donations, annual subscriptions or otherwise;
- (p) to print and publish any newspapers, periodicals, books or leaflets that the Branch may think desirable for the promotion of the Association's and the Branch's objects;
- (q) in furtherance of the objects of the Association and Branch to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Branch 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 Branch;
- (r) in furtherance of the objects of the Association and Branch 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 Branch is authorised to amalgamate;
- (s) to make donations for patriotic, charitable or community purposes;
- (t) in furtherance of the objects of the Association and Branch to establish special purpose groups within the Branch to encourage and assist Members to pursue particular activities of common interest in connection with the objects of the Association and Branch;
- (u) to maintain and develop a lending library dealing with all aspects of art with the works contained therein being available to members and non-members in accordance with the by-laws of the Association and Branch;
- (v) to hold annually one or more exhibitions of works of art;
- (w) to operate a public gallery/galleries for the participation of members of the Association and Branch;
- (x) to establish and maintain scholarships and/or bursaries to be awarded to a person or persons for the advancement of his or her or their education in any field of artistic endeavour and subject to regulations to be determined by the Branch Management

Committee from time to time, and to accept, hold and apply donations of any real or personal property for the purpose of establishing and/or maintaining such scholarships and bursaries;

- (y) to account for the funds and other assets and the liabilities of the Branch in accordance with the Act, all relevant and appropriate accounting standards and these Rules; and
- (z) 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 Branch.

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## 20. Committees in general

- (a) Matters concerning the Branch as a whole, are the responsibility of the Branch Management Committee.
- (b) The Association Management Committee shall have the right of veto of the Branch Management Committees' decisions if it believes, acting reasonably, that such decisions are contrary to Association's objects, policy or likely to bring the Association into disrepute.
- (c) The Rules applying to Association Management Committee apply to the Branch Management Committee with all necessary amendments.

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## 21. Minutes

- (a) Full, accurate and complete minutes of all committee meetings must be kept by the Branch.  
  
Minutes, together with any associated documents or reports, shall be circulated within 7 days of the meeting (or the adjourned date in the case of an adjourned meeting) to the committee members. A copy of all these documents shall be sent to the Association Secretary within 14 days of the meeting date.
- (b) The minutes of each Branch Management Committee meeting, general meeting or annual general meeting of the Branch must be signed by the chairperson of the meeting, or the chairperson of the next committee or general meeting as appropriate, in each case stating that they are accurate.
- (c) The Branch Secretary must ensure that the minute book for each general meeting is open for inspection at all reasonable times by any financial member who applies to the Branch Secretary for the inspection.

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## 22. Vacancies on Branch Management Committee

- (a) Subject to Rule 16 the Branch Management Committee shall have power at any time to appoint any member of the Branch to fill any casual vacancy on the Branch Management Committee until the next Annual General Meeting.
- (b) The continuing members of the Branch Management Committee may continue to act notwithstanding any casual vacancy so long as their number is not reduced below the number required for a quorum under Rule 25(d). However the continuing committee member or members may act for the purpose of increasing the number of members of the committee to that number or of summoning a General Meeting of the Branch, but for no other purpose.

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## **23. Acts not affected by defects or disqualifications**

- (a) All acts done by the Branch Management Committee, a subcommittee, or by any person acting as a member of the Branch Management Committee is taken to have been validly performed.
- (b) Rule 23(a) applies even if the act was performed when:
  - (i) there was some defect in the appointment of a member of the Branch Management Committee, subcommittee or person acting as a member of the Branch Management Committee; or
  - (ii) a member of the Branch Management Committee, subcommittee or person acting as a member of the Branch Management Committee was disqualified from being a member.

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## **24. Resignation or removal from office**

- (a) A member of the Branch Management Committee may resign from that committee at any time by giving notice in writing to the Branch Secretary.

The resignation takes effect at the time the notice is received by the Branch Secretary, unless a later date is specified on the notice when it shall take effect on that later date.
- (b) A member of the Branch Management Committee may be removed from office at a General Meeting of the Branch if a majority of the members present at the meeting vote in favour of removing the member.
- (c) 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.
- (d) A person has no right of appeal against the person's removal from office under this section.

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## **25. Meetings of the Branch Management Committee**

- (a) Subject to these Rules, the Branch Management Committee may meet together where and when it requires, and may regulate its proceedings as it thinks fit.
- (b) The Branch Management Committee shall meet at least once in every 4 months to exercise their functions and may meet more frequently at the discretion of the President.
- (c) A special meeting of the Branch Management Committee shall be convened by the Branch Secretary on the requisition in writing signed by not less than one-third of the members of the Branch 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 at the meeting.
- (d) At every meeting of the Branch Management Committee, 5 Members elected or appointed to the committee form a quorum.
- (e) A member of the Branch Management Committee must not vote in respect of any contract or proposed contract in which the member is interested or on any matter

arising from that contract, and if the member does so the member's vote shall not be counted.

- (f) The Branch Secretary must give not less than 14 days notice to the members of the Branch Management Committee of any special meeting of the Branch Management Committee. The notice shall clearly state the nature of the business of the meeting.
- (g) The President shall preside as Chairman at every meeting of the Branch Management Committee, or if the President is not present within ten minutes after the time appointed for holding the meeting, a Vice-President shall act as Chairman. If a Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (h) If within 20 minutes from the time appointed for the commencement of the Branch Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of that committee, shall terminate.

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 Branch 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.

- (i) Voting on committees shall be by a show of hands. All members of the Branch Management Committee shall have the right to vote, except that:
  - (i) a committee member who is more than 30 days in arrears with his membership subscription shall not vote.
  - (ii) a committee member shall not vote in the case of any motion in which he/she has a pecuniary or other conflict of interest.
- (j) In the case of equal votes for and against a resolution at the Branch Management Committee meeting, the Chairman shall have a casting vote.
- (k) Members appointed to the Branch Management Committee must attend meetings of the committee, or present a reasoned apology before the meeting day.

If a committee member fails to attend two consecutive meetings of the committee without such apology or other reasonable excuse the Branch Management Committee may suspend the person from the committee pending a decision by the next General Meeting of the Branch.

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## **26. Branch Management Committee Meetings by Telephone**

Branch Management Committee meetings may be held in 2 or more places linked together by any technology. Resolutions passed at such meeting shall be valid and effectual as if passed at a meeting of the Branch Management Committee called and constituted at which each of those members of the Branch Management Committee were present at the same place. The resolutions shall be ratified at the next meeting of the Branch Management Committee.

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## **27. Resolutions of Management Committee without meeting**

- (a) A written resolution signed or authorised by email by each member of the Branch 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.

- (b) A resolution mentioned in Rule 27(a) may consist of several documents in like form, each signed by 1 or more members of the committee.

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## 28. Subcommittees

- (a) The Branch Management Committee may delegate the whole or part of its powers to one or more subcommittees consisting of Members considered appropriate by the committee.
- (b) A subcommittee may only exercise delegated powers in the way the Branch Management Committee decides.
- (c) A subcommittee may appoint a chairman of its meetings.
- (d) A subcommittee may meet and adjourn as it considers appropriate.
- (e) 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.
- (f) Unless required by the Branch Management Committee, a subcommittee is not required to keep minutes of its proceedings except to the extent that its reports and recommendations are not a sufficient record of the subcommittee's proceedings.

## General Meetings

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## 29. General Meetings

- (a) All formal meetings of the members of the Branch are General Meetings.  
They are either Annual General or Special General Meetings.
- (b) Not less than 21 days notice shall be given by the Branch Secretary of the convening of any general meeting to the members of the Branch. The Notice shall clearly state the nature of the business of the meeting.
- (c) The manner by which such notice shall be given shall be determined by the Branch Management Committee.
- (d) Notwithstanding Rule 29(c), notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Branch Management Committee shall be given in writing.
- (e) Unless otherwise provided by these Rules, at every General Meeting of the Branch:
  - (i) the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
  - (ii) every question, matter or resolution shall be decided by a majority of votes of the members present in person or by valid proxies.
- (f) Each member present is entitled to one vote, and to an additional vote for each valid proxy held by that member. In the case of an equality of votes the Chairperson has a

casting vote. No member is entitled to vote at any General Meeting if his or her annual subscription is more than one month in arrears at the date of the meeting.

- (g) 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. The Chairperson shall appoint two members to conduct the secret ballot in such a manner as he 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.
- (h) The Branch Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of each and every meeting to be entered in a book or separate books as the case may be. Such books are to be open for inspection at all reasonable times by any financial member who previously applies to the Branch Secretary for that inspection.
- (i) Full, accurate and complete minutes of all General Meetings shall be kept by the Branch Secretary, together with any associated documents or reports.
- (j) A set of all minutes and associated documentation shall be kept until the next general meeting at the Branch's Office for inspection by members. The minutes and associated documentation may be viewed by the members at any time.
- (k) The minutes of each General Meeting shall be offered for approval, or correction at the following General Meeting by the chairperson of the approving meeting.
- (l) 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.
- (m) No business shall be transacted at any meeting unless a quorum is present. If within half an hour of the time set for the meeting there is no quorum, the meeting shall be adjourned to a later date.
- (n) If, at a meeting at which a quorum is present, there is insufficient time to complete the business in hand, the meeting shall be adjourned to a later date.
- (o) If a meeting is adjourned under rule 29(n) the new date shall be set by the Chairperson in consultation with the members present. If the adjournment is for more than 30 days then a new notice shall be given as for a new meeting.

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### **30. Quorum for, and adjournment of, General Meeting**

- (a) Subject to subsection (e), at a General Meeting, 15 members of the Branch form a quorum.
- (b) No business may be conducted at a General Meeting unless a quorum of members is present when the meeting proceeds to business.
- (c) If a quorum is not present within 20 minutes after the time fixed for a general meeting called other than on the request of members of the Branch Management Committee or the Branch, the meeting lapses.
- (d) If a quorum is not present within 20 minutes after the time fixed for a general meeting called other than on the request of members of the Branch Management Committee or the Branch, the meeting is to be adjourned to:



- (i) the same day, time and place in the next week; or
  - (ii) a day, time and place decided by the Branch Management Committee.
- (e) If, at an adjourned meeting, a quorum under subsection (a) is not present within the 20 minutes after the time fixed for the meeting, the members present form a quorum.
  - (f) 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.
  - (g) If a meeting is adjourned under subsection (f), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
  - (h) The Branch Secretary is not required to give the members notice of an adjournment or for the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
  - (i) 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.

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### **31. Annual General Meetings**

- (a) The Annual General Meeting of the Branch will precede the Annual General Meeting (AGM) of the Association.
- (b) The business to be transacted at the Branch's AGM shall be:
  - (i) the receiving of the Branch Management Committee's report on the Branch for the year;
  - (ii) the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Branch for the year;
  - (iii) the receiving of the Auditor's report upon the books and accounts for the Branch's Financial Accounts for the year;
  - (iv) the appointment of an Auditor;
  - (v) the election of the Branch Management Committee; and
  - (vi) any other business of which notice shall have been given in the notice convening the meeting.
- (c) References in this Rule to **year** are to the relevant immediately preceding Financial Year.
- (d) Reports of Branch AGMs referred to above shall be sent to the Secretary of the Association, together with a copy of the minutes of the Branch's AGM, within 7 days of the date of the relevant meeting.

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### **32. Special General Meetings**

The Branch Secretary shall convene a Special General Meeting of the Branch:

- (a) when directed to do so by the Association or Branch Management Committee ;;
- (b) on the requisition in writing signed by not less than one-third of the members presently on the Branch Management Committee stating the reasons why the Special General Meeting is being convened and the nature of the business of the meeting; and
- (c) on being given a notice in writing of an intention to appeal against the decision of the Branch Management Committee to reject an application for membership or to terminate the membership of any person as set out in Rule 13.

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### **33. Proxies at General Meetings**

- (a) A member who is entitled to attend any General Meeting or meeting of the Branch Management Committee, but is unable to do so may nominate another member to address the meeting or to exercise his/her vote by proxy.

The member acting as proxy must be a Financial Member of the Association or Branch but need not be himself/herself entitled to attend the meeting, but in no case may hold more than one proxy.

- (b) The member giving the proxy may instruct the proxy holder how he or she wants his or her vote cast or the view he or she wishes expressed when the proxy holder addresses the meeting. Such instruction shall be strictly followed. Otherwise the proxy holder may exercise his/her judgement.
- (c) The giving of the proxy shall be in writing, in the English language, and in the form prescribed from time to time by the Branch Management Committee. The written proxy must be delivered to the Branch Secretary at least one hour before the time set for the start of the meeting or as otherwise directed.
- (d) If a member who has previously given a proxy to another member subsequently attends the meeting, then the proxy shall be null and void.

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### **34. Members' meetings**

- (a) The Branch Management Committee may authorise from time to time the holding of "Members Meetings" for the purpose of conducting seminars and/or activities of a general nature.
- (b) Such meetings are not General Meetings, and no quorum is required.
- (c) When such Members Meetings are held, a record shall be kept recording the numbers attending and details of the business conducted.

## **Financial Management**

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### **35. Funds and accounts of the Branches**

- (a) The funds of the Branch shall be deposited in the name of the Branch in an account with a Financial Institution.
- (b) Records and accounts shall be kept and maintained either in written, printed or electronic form in the English language showing correctly the financial affairs of the Branch and the particulars usually shown in books of a like nature.

- (c) Any money surplus to the day to day running of Branch shall be invested in a savings investment account or a term deposit at a Financial Institution.
- (d) All money shall be deposited as soon as practicable after it is received by the Branch.
- (e) All amounts of \$50.00 or over shall be paid by cheque signed by any two of the following: (a) the Branch President (b) the Branch Secretary (c) the Branch Treasurer (d) any 1 of 3 other members of the Branch who have been authorised by the Branch Management Committee to sign cheques issued by the Branch.
- (f) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (g) As soon as practicable after the end of each Financial Year the Branch Treasurer shall cause to be prepared a statement containing particulars of:
  - (i) the income and expenditure for the Financial Year just ended; and
  - (ii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Branch at the close of that year.
- (h) All such statements shall be examined by the Association or Branch Auditor, if any, who shall present his report upon such audit to the Branch Secretary prior to the holding of the AGM following the Financial Year in respect of which such audit was made.
- (i) The income and property of the Branch, whenever derived, shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out in these Rules.

No portion of that income or property 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 Branch.

Nothing in these Rules prevents the payment in good faith of interest to any such member in respect of moneys advanced by him to the Branch or otherwise owing by the Branch to him or of remuneration to any Officers or servants of the Branch or to any member of the Branch or other person in return for any services actually rendered to the Branch.

Nothing in these Rules 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 Branch or reasonable and proper rent for premises demised or let to the Branch.

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### 36. Financial year

The Financial Year of the Branch shall close on June 30th in each year. (Branch Treasurer)

### Miscellaneous

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### 37. By-laws

The Branch Management Committee may from time to time make, amend or repeal by-laws not inconsistent with these Rules or the Association Constitution and Rules, for the internal

management of the Branch. A by-law may only be set aside by a General Meeting of members. By-laws bind all Members.

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### **38. Common seal**

- (a) The Branch Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall be used only by the authority of the Branch Management Committee and every instrument to which the Common Seal is affixed shall be signed by a member of the Branch Management Committee and counter signed by the Branch Secretary or by a second member of the Management Committee or by some other person appointed by the Branch Management Committee for the purpose.
  - (b) A record shall be kept of the use of the Common Seal, to what instrument it has been attached, and of the names of the Officers by whom it was signed.
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### **39. Documents**

- (a) The Branch Management Committee must ensure the safe custody of all books, documents, instruments of title and securities of the Branch.
  - (b) Other than instruments of title, securities, and current accounting records, any documents which are not required for immediate referral may, if the Branch Management Committee so directs, be deposited with the Fryer Memorial Library (or any successor body) within the University of Queensland on substantially the same terms and conditions as the records of the first 100 years of the Association are presently held, but shall not be otherwise disposed of or destroyed.
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### **40. Alteration of Rules**

Subject to the Act and provided that they do not conflict with the Association Constitution and Rules, these Rules may be amended, repealed or added to by a Special Resolution carried at a General Meeting of the Branch.

Any such amendment, repeal or addition is valid only if it is registered by the Chief Executive and consented to by the Association Management Committee (which consent is not to unreasonably withheld).

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### **41. Secession and winding up of the Branch**

- (a) The Branch shall have no right of secession.
- (b) If circumstances arise which render the continued existence of the Branch untenable the Branch may pass a Special Resolution at a Special General Meeting to agree to the Branch being wound up. In this case, all debts being satisfied, the remaining assets of the Branch shall revert to the Association.