

BOONAH GOLF CLUB INC.

IA00976



# CONSTITUTION

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## 1. Introductory provisions

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### 1.1. Definitions

#### 1.1.1. In this constitution:

- a. **act** means the *Associations Incorporation Act 1981* as modified and amended from time to time and includes any regulations made under that Act and any exemption or modification to that Act applying to the association;
- b. **association** means Boonah Golf Club, the incorporated association to which this constitution applies;
- c. **bylaws** means the bylaws of the association;
- d. **by lot** means making a determination or choice by lottery. For example, conducting a draw at random;
- e. **casual vacancy**, on the management committee, means a vacancy that occurs when a management committee member resigns, dies or otherwise stops holding office;
- f. **constitution** means rules as defined in the Act;
- g. **general meeting** means a meeting of the association's eligible voting members and includes all general meetings (annual general meetings, general meetings, special general meetings and extraordinary general meetings) called at the direction of the management committee under clause 4.2.1.a and on the request of members under clause 4.2.1.b;
- h. **imprest system** means the management of funds in an account whereby a fixed balance is maintained by regular replenishments;
- i. **majority** means more than half of all eligible voting members present and voting at a management committee meeting or a general meeting;
- j. **member** means a person who has been duly accepted as such by the management committee in accordance with this constitution and who has paid any fees and levies due to the association;
- k. **nomination fee** means a fee payable to the association upon submission of an application for membership;
- l. **present** means:
  - i at a management committee meeting, see clause 8.1.5; or
  - ii at a general meeting, see clause 4.5.2.
- m. **signed** means agreed in writing;
- n. **special resolution** means a resolution that is passed at a general meeting by the votes of at least 75% of the members who are present and voting;

- o. **surplus assets** means the assets after payment of the debts and liabilities remaining on a winding-up of the incorporated association and the costs, charges and expenses of the winding-up;
  - p. **subscription fee** means a fee payable to the association in exchange for membership rights and privileges of the association, but does not include any fee payable to a governing body;
  - q. **written / in writing** means, unless the contrary intention appears, all forms of visible words, including printed, hard copy or electronic formats.
- 1.1.2. Words importing the singular include the plural where context requires or permits.

## 1.2. Name

- 1.2.1. The name of the incorporated association is Boonah Golf Club Inc.

## 1.3. Associations Incorporation Act 1981

- 1.3.1. In this constitution, unless the context requires otherwise, an expression has, in a provision of this constitution that deals with a matter dealt with by a particular provision of the Act, the same meaning as in that provision of the Act.
- 1.3.2. The provision at section 47(1) of the *Associations Incorporation Act 1981* does not apply, meaning that the model rules created under the Act are expressly displaced by this constitution.

## 1.4. Interpretation

- 1.4.1. The management committee has authority to interpret the meaning of this constitution and any matter relating to the association on which the constitution is silent, but any interpretation must have regard to, and cannot be contrary to, the Act.

## 2. Objects and powers

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### 2.1. Objects

- 2.1.1. The objects of the association are to:
- a. foster, encourage, promote, support and manage the game of golf;
  - b. abide by the rules regulating the conduct of the sport of golf;
  - c. foster a healthy sporting environment and encourage sportsmanship, good fellowship and a sense of community spirit and social interaction amongst members and visitors;
  - d. ensure that all members receive equal treatment;
  - e. establish and maintain facilities and amenities for the benefit, social comfort and advancement of golf, the association, its members and visitors;

- f. affiliate with Golf Australia and such other bodies as the association deems fit;
- g. promote standards of behaviour that support an environment free from discrimination, harassment and abuse;
- h. ensure environmental considerations and the public interest are taken into account in all golf and related activities conducted by the association;
- i. do such things as are incidental or conducive to the attainment of any or all of these objects.

## **2.2. Powers**

- 2.2.1. The association has the powers of an individual.
- 2.2.2. 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.
- 2.2.3. The association may issue secured and unsecured notes, debentures and debenture stock for the association.

## **3. Membership**

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### **3.1. Classes of membership**

- 3.1.1. The membership of the association consists of the following classes:
  - a. ordinary:
    - i ordinary members must be at least 18 years of age, support the objects of the association and abide by the association's constitution, bylaws and policies;
    - ii ordinary members are entitled to vote at general meetings of the association;
    - iii ordinary members are eligible for election to the management committee;
    - iv sub-classes of ordinary membership, with definitions, must be outlined in the association's bylaws;
    - v subscription fees payable by an ordinary member can be waived or discounted by the management committee.
  - b. restricted:
    - i restricted members must be at least 18 years of age, support the objects of the association and abide by the association's constitution, bylaws and policies;

- ii restricted members are not entitled to vote at general meetings of the association;
  - iii restricted members are not eligible for election to the management committee;
  - iv sub-classes of restricted membership, with definitions, must be outlined in the association's bylaws;
  - v subscription fees payable by a restricted member can be waived or discounted by the management committee.
- c. junior:
- i junior members must be below the age of 18 years, support the objects of the association and abide by the association's constitution, bylaws and policies;
  - ii junior members are not entitled to vote at general meetings of the association;
  - iii junior members are not eligible for election to the management committee;
  - iv subscription fees payable by a junior member can be waived or discounted by the management committee.
- d. honorary life:
- i honorary life members must support the objects of the association and abide by the association's constitution, bylaws and policies;
  - ii honorary life membership is open to any person who has rendered extraordinary and meritorious service to the association for an extended period;
  - iii any 20 members, who are ordinary or honorary life members, may nominate an eligible member for honorary life membership;
  - iv the management committee may nominate an eligible member for honorary life membership;
  - v any nomination for honorary life membership must be in writing, signed by the members making the recommendation and received by the secretary no less than 14 days prior to an annual general meeting;
  - vi honorary life members must be elected by the passing of a special resolution at an annual general meeting;
  - vii honorary life members are entitled to vote at general meetings of the association;
  - viii honorary life members are eligible for election to the management committee;
  - ix honorary life members are not required to pay subscription fees to the association but must pay any other fees and levies as deemed necessary by the management committee.

- 3.1.2. The number of members in all classes of membership, other than honorary life membership, is unlimited.
- 3.1.3. The maximum number of honorary life members at any one time is ten, or such number as determined by the members at a general meeting.
- 3.1.4. The management committee must, in accordance with bylaws determined from time to time, on the written application of a member who has the qualifications for and wishes to become a member of a different class of membership, transfer that member from any class of membership to another class of membership. The management committee may, at its absolute discretion, make an adjustment in the nomination fee and subscription fee paid or payable by that member so transferred for the membership year in which the transfer takes place.
- 3.1.5. A right, privilege or obligation which a person has by reason of being a member of the association is not capable of being transferred or transmitted from one person to another person.
- 3.1.6. Notwithstanding the membership rights and privileges listed in clause 3.1.1 any person who is a current employee of the association shall not be entitled to vote at any general meeting or management committee meeting and shall not be eligible to hold office as a management committee member.

### **3.2. Patrons**

- 3.2.1. One or more patrons may be appointed by the members present and voting at an annual general meeting.
- 3.2.2. At each annual general meeting of the association, any patron is deemed to have retired from their position but is eligible for re-appointment.
- 3.2.3. A patron is not entitled to vote at general meetings of the association and is not eligible for election to the management committee, unless they are also an ordinary member or honorary life member.

### **3.3. Fees and levies**

- 3.3.1. The subscription and nomination fees for each class of membership, other than honorary life membership, are:
  - a. the amounts decided by the management committee; and
  - b. payable when, and in the way, the management committee decides.
- 3.3.2. The management committee may at any time impose a levy upon all or any members in any amount and upon such payment terms as the management committee may think fit, provided that any levy must first be approved by the members at a general meeting.
- 3.3.3. A member who has any subscription fee, nomination fee, other fee or levy in arrears will have their membership automatically terminated or suspended.



- 3.3.4. A member who has their membership terminated or suspended under clause 3.3.3 continues to be liable to pay any unpaid pro-rata subscription fee, nomination fee, other fee or levy.

### **3.4. Application for membership**

- 3.4.1. An application for membership must be:
- a. in writing; and
  - b. in the form decided by the management committee; and
  - c. accompanied by any other documents or evidence of qualification for membership, as determined by the management committee from time to time.

### **3.5. Admission and rejection of new members**

- 3.5.1. The management committee must consider an application for membership at the next management committee meeting held after it receives:
- a. the application for membership; and
  - b. the appropriate non-refundable nomination fee for the application.
- 3.5.2. The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the person's application, the person is advised:
- a. whether or not the association has public liability insurance; and
  - b. if the association has public liability insurance, the amount of the insurance.
- 3.5.3. The management committee must decide at the meeting whether to accept or reject the application.
- 3.5.4. If a majority of the management committee members present and voting at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member in the class of membership applied for, subject to any waiting period.
- 3.5.5. If the management committee decides to reject an application, the secretary must, as soon as possible, give the applicant notice of the decision in a manner determined by the management committee.
- 3.5.6. The secretary shall promptly forward to every admitted applicant an account for payment of subscription fees and shall enter details of the membership in the register of members.

### **3.6. Membership renewal and re-joining**

- 3.6.1. Existing members of the association, other than honorary life members, must be invited to renew their annual membership each year, in accordance with the timeframes and procedures set down by the management committee from time to time.
- 3.6.2. A member who has resigned from the association or otherwise forfeited their membership and later desires to re-join may be subject to the same process of admission to membership as any new member who has not previously been a member of the association. The management committee has the right to determine what, if any, nomination fee is required of a member re-joining under this clause.

### **3.7. Leave of absence**

- 3.7.1. The management committee may upon written application, grant any member leave of absence for sufficient cause and for any period which it considers to be reasonable in the circumstances.
- 3.7.2. The subscription fee payable by a member on a leave of absence shall be determined by the management committee.

### **3.8. Register of members**

- 3.8.1. The management committee must keep a register of members of the association.
- 3.8.2. 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. contact details of the member;
  - d. the date of admission as a member;
  - e. the date of death or time of resignation of the member;
  - f. details about the termination or reinstatement of membership;
  - g. any other particulars the management committee or the members at a general meeting decide.
- 3.8.3. The register of members is open for inspection only by the secretary, the management committee and designated employees.

### **3.9. Prohibition on use of information on register of members**

- 3.9.1. A member or employee of the association must not:
- a. use information obtained from the register of members of the association to contact, or send material to, another member of the association 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 association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 3.9.2. Clause 3.9.1 does not apply if the use or disclosure of the information is approved by the association.

## **4. Meetings of members**

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### **4.1. Annual general meetings**

- 4.1.1. The association's annual general meeting must be held:
- a. at least once each year; and
  - b. within 3 months after the end date of the association's reportable financial year.
- 4.1.2. The following business must be conducted at each annual general meeting of the association:
- a. receiving and adopting the association's annual financial statement, and audit report, for the last reportable financial year;
  - b. electing management committee members;
  - c. appointing an auditor or an accountant for the present financial year;
  - d. appointing one or more patrons.

### **4.2. General meetings**

- 4.2.1. The secretary must call a general meeting by giving each member of the association written 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 at least 10% of the number of members of the association who are entitled to vote at general meetings when the request is signed.
- 4.2.2. A request mentioned in clause 4.2.1 must state any proposed resolution to be considered at the general meeting.
- 4.2.3. A general meeting must be held within 28 days after the secretary is directed or requested to call the meeting as mentioned in clause 4.2.1.
- 4.2.4. If the secretary is unable or unwilling to call the general meeting, the president must call the meeting.

- 4.2.5. If the secretary or president do not within 28 days from the date of receipt of the request mentioned in clause 4.2.1.b duly proceed to call the meeting, the members who made the initial request (or any of them) may themselves call and arrange to hold the meeting.
- 4.2.6. Any meeting called by the members under clause 4.2.5 must be called in the same manner as that in which meetings are called by the management committee, and must be held not later than three months from the date of receipt of the request mentioned in clause 4.2.1.b.
- 4.2.7. All reasonable expenses of convening and conducting such a meeting shall be borne by the association.

### **4.3. Notice of general meeting**

- 4.3.1. The secretary may call a general meeting of the association.
- 4.3.2. If the secretary is unable or unwilling to call a general meeting, the president may call the meeting.
- 4.3.3. Written notice of a general meeting must be provided to each member of the association at least 14 days before the date of the general meeting.
- 4.3.4. A notice of a general meeting must state the business to be conducted at the meeting and must specify the date, time and place for the meeting.

### **4.4. Quorum for, and adjournment of, general meeting**

- 4.4.1. The quorum for any general meeting is at least the number of members equal to the number of members on the management committee at the close of the association's last general meeting plus one.
- 4.4.2. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 4.4.3. If there is no quorum within 30 minutes after the time fixed for a general meeting called upon the request of members of the association under clause 4.2.1.b, the meeting lapses.
- 4.4.4. If there is no quorum within 30 minutes after the time fixed for a general meeting called other than upon the request of members of the association under clause 4.2.1.b:
  - a. the meeting is to be adjourned for at least seven days; and
  - b. the management committee is to decide the day, time and place of the adjourned meeting.
- 4.4.5. If the required quorum is not present at the adjourned meeting, the members who are present and entitled to vote will be deemed to be the quorum and may transact the business for which the meeting was called.
- 4.4.6. 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.

- 4.4.7. No business will be transacted at any adjourned general meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 4.4.8. A resolution passed at any adjourned meeting will for all purposes be treated as having been passed on the date when it was in fact passed and will not be deemed to have been passed on any earlier date.
- 4.4.9. When a meeting is adjourned, a new notice of the adjourned meeting is required only if the meeting is adjourned for 14 days or more.

#### **4.5. Procedure at general meeting**

- 4.5.1. Any member may attend a general meeting, but only an eligible voting member may vote at a general meeting.
- 4.5.2. A member who attends a general meeting in person is taken to be present at the meeting.
- 4.5.3. 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 30 minutes after the time fixed for the meeting or is unwilling to act, the members present may choose another management committee member to be chairperson of the meeting; and
  - c. if there is no management committee member present the members may choose one of their number to preside as chairperson at the meeting; and
  - d. the chairperson must conduct the meeting in a proper and orderly way; and
  - e. a member who is not present at a general meeting is not permitted to take part using technology.

#### **4.6. Voting at general meeting**

- 4.6.1. At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority vote of the eligible voting members present and voting.
- 4.6.2. Each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the question is decided so as to maintain the status quo.
- 4.6.3. 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.
- 4.6.4. A challenge to a member's right to vote at a general meeting:
  - a. may only be made at the meeting; and
  - b. must be determined by the chairperson, whose decision is final.
- 4.6.5. The method of voting is to be decided by the management committee.

- 4.6.6. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 4.6.7. If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides, provided that all ballot papers will be immediately destroyed once the result of the vote is declared.
- 4.6.8. The result of a vote as declared by the chairperson is taken to be a resolution of the meeting at which the vote was held and neither the chairperson nor the minutes need to state the number or proportion of the votes recorded in favour or against.

#### **4.7. Proxies**

- 4.7.1. The association does not allow proxy voting.

#### **4.8. Minutes of general meetings**

- 4.8.1. 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, which may be in electronic format.
- 4.8.2. To ensure the accuracy of the minutes:
  - a. 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; 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.
- 4.8.3. If asked by a member of the association, the secretary must, within 28 days after the request is made:
  - a. make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
  - b. give the member a copy of the minutes of the meeting.
- 4.8.4. The association may require the member to pay the reasonable costs of providing copies of the minutes.

### **5. Resignation, discipline and appeals**

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#### **5.1. Resignation of a member**

- 5.1.1. A member may resign from the association by giving a written notice of resignation to the secretary.
- 5.1.2. 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.

## 5.2. Discipline

- 5.2.1. The management committee may take action to terminate or suspend a member's membership if it is determined that the member has:
- a. been convicted of an indictable offence; or
  - b. breached, failed, refused or neglected to comply with a provision of this constitution, the association's bylaws or any resolution or determination of the management committee or any duly authorised subcommittee; or
  - c. refused to support the objects or policies of the association; or
  - d. acted in a manner unbecoming of a member, injurious or prejudicial to the character and interests of the association; or
  - e. brought themselves, the association, any other member or the sport into disrepute; or
  - f. has any subscription fee, other fee or levy in arrears under clause 3.3.3.
- 5.2.2. If the management committee decides to terminate or suspend a member's membership, the secretary must, within seven days after the decision, give the member written notice:
- a. setting out the decision of the management committee and the grounds on which it is based;
  - b. stating that the member may address the management committee at a meeting to be held not earlier than seven days and not later than 28 days after the service of the notice;
  - c. stating the date, place, and time of that meeting;
  - d. informing the member that the member may do either or both of the following:
    - i attend and speak at that meeting;
    - ii submit to the management committee at or before the date of that meeting written representations relating to the decision.
  - e. setting out the member's appeal rights under clauses 5.3 and 5.4.
- 5.2.3. Before the management committee terminates or suspends a member's membership, the management committee must:
- a. give the member a full and fair opportunity to make verbal representations at a meeting as mentioned in clause 5.2.2.b;
  - b. give due consideration to any written representations submitted to the management committee by the member at or before the meeting mentioned in clause 5.2.2.b.
- 5.2.4. If, after considering all representations made by the member, the management committee decides by resolution to terminate or suspend the membership, the secretary must, within seven days of the meeting

mentioned in clause 5.2.2.b, give the member a written notice of the decision.

### **5.3. Appeal against rejection, termination or suspension of membership**

- 5.3.1. An applicant whose application for membership has been rejected, or a member whose membership has been terminated or suspended, may give the secretary written notice of their intention to appeal against the decision.
- 5.3.2. A notice of intention to appeal must be received by the secretary within seven days after the applicant or member receives written notice of the decision.
- 5.3.3. Within seven days of the secretary receiving a notice of intention to appeal, an appeals panel shall be constituted by up to three people, other than management committee members, which should include a legal practitioner or other suitably qualified person to act as chairperson of the appeals panel.

### **5.4. Appeals panel to decide appeal**

- 5.4.1. The appeals panel must hold the appeal meeting within 28 days after the secretary receives the notice of intention to appeal.
- 5.4.2. At the meeting, the applicant or member must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated or suspended.
- 5.4.3. Also, the management committee and the members of the management committee who rejected the application or terminated or suspended the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated or suspended.
- 5.4.4. An appeal must be decided by a majority vote of the members of the appeals panel.
- 5.4.5. Where a decision of the management committee to terminate or suspend a member's membership is set aside by the appeals panel, the membership shall be reinstated to the member's former level of membership without payment of any further fee.



## **6. The management committee, subcommittees and delegation**

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### **6.1. Membership of management committee**

- 6.1.1. The management committee of the association comprises the seven positions of president, vice president, treasurer, club captain, vice captain, house chairman and greens and grounds chairman.
- 6.1.2. Subject to section 9 of this constitution and section 61 of the Act, a management committee member may also fill the position of secretary.
- 6.1.3. A management committee member must be an ordinary member or honorary life member of the association.
- 6.1.4. A management committee member must exercise their powers and discharge their duties in good faith, in the best interests of the association for proper purpose and with a degree of care and diligence that a reasonable person would exercise in the circumstances.

### **6.2. Terms of office**

- 6.2.1. The term of office for management committee members is one year, subject to clause 6.2.2.
- 6.2.2. At each annual general meeting of the association, management committee members must retire from office, but are eligible, on nomination, for re-election.
- 6.2.3. There is no maximum number of consecutive terms for which a management committee member may hold office.

### **6.3. Functions of management committee**

- 6.3.1. The management committee must take all reasonable steps to ensure that the association complies with its obligations under this constitution, the Act and any other legislation that may apply from time to time.
- 6.3.2. Subject to this constitution, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- 6.3.3. The management committee may exercise all the powers of the association except any powers that the Act or this constitution requires the association to exercise at a general meeting.
- 6.3.4. The management committee has power to enforce the observance of all clauses in this constitution and any bylaws made by the management committee.
- 6.3.5. No member of the management committee shall have more voting rights than any other member of the management committee.

#### **6.4. Delegation**

- 6.4.1. The management committee may delegate any of its powers and authorities, duties and functions to any person or to any subcommittee except:
  - a. the power to delegate; and
  - b. a function that is a duty imposed on the management committee by the Act or by any other law.
- 6.4.2. Despite any delegation under this clause, the management committee may continue to exercise all its functions, including any function that has been delegated and remains accountable for the exercise of those functions at all times.
- 6.4.3. The management committee may withdraw any delegation by giving written notification of the decision.

#### **6.5. Appointment of subcommittees**

- 6.5.1. The management committee may create and dissolve any subcommittees, considered appropriate by the management committee to help with the conduct of the association's operations.
- 6.5.2. Subcommittees shall have such membership, powers and duties as the management committee shall confer on them, or which the management committee shall delegate to them.
- 6.5.3. A subcommittee may meet and adjourn as it considers appropriate, or as requested by the management committee.
- 6.5.4. A member of a subcommittee who is not a management committee member is not entitled to vote at a management committee meeting.
- 6.5.5. Subject to the management committee's absolute control and supervision, each subcommittee of the association may manage its own affairs but must make regular reports to the management committee (or otherwise as the management committee may require from time to time). Each subcommittee must promptly and regularly produce its minutes and records for inspection by or on behalf of the management committee.
- 6.5.6. A subcommittee of the association must in the exercise of those powers delegated to it, conform to any regulation or restriction that the management committee may impose upon it from time to time.
- 6.5.7. The president may by virtue of their office be an ex-officio member of any subcommittee.

## 6.6. Acts not affected by defects or disqualifications

- 6.6.1. An act performed by the management committee, a subcommittee or a person acting under the direction of the management committee is taken to have been validly performed.
- 6.6.2. Clause 6.6.1 applies even if the act was performed when:
  - a. there was a defect, informality or irregularity in the appointment of a management committee member, subcommittee member or person acting under the direction of the management committee; or
  - b. there was an irregularity in the convening or conduct of any management committee meeting, subcommittee meeting or general meeting that was not discovered until after the conclusion of that meeting; or
  - c. a management committee member, subcommittee member or person acting under the direction of the management committee was disqualified from being a member.

## 7. Election, appointment and vacancies on management committee

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### 7.1. Electing the management committee

- 7.1.1. A management committee member may only be elected as follows:
  - a. the secretary calls for nominations for management committee positions at least 28 days before the general meeting at which the election is to be held;
  - b. any two members of the association, who are eligible to vote at general meetings, may nominate another eligible member (the ***candidate***) to serve as a management committee member;
  - c. nominations must be:
    - i in writing; and
    - ii signed by the candidate and the members who nominated them; and
    - iii received by the secretary at least 14 days before the general meeting at which the election is to be held.
  - d. a list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be open for inspection by members of the association for at least seven days immediately preceding the general meeting;
  - e. if required by the management committee, balloting lists must be prepared containing the names of the candidates in order determined by lot;
  - f. a member who is eligible to vote at general meetings may be permitted to submit an absentee vote for their preferred candidate for each vacant management committee position;

- g. a member must request an absentee voting form from the secretary at least seven days before the general meeting at which the election is to be held and must provide details regarding the reason for the request;
  - h. if the member provides a reason acceptable to the management committee, the secretary must issue an absentee voting form to the member;
  - i. any absentee vote must:
    - i be in writing and in the form decided by the management committee; and
    - ii include the member's full name and membership number (if applicable); and
    - iii be received by the secretary at least 48 hours before the start of the general meeting at which the election is to be held.
  - j. each member present and entitled to vote at the general meeting may vote for one candidate for each vacant position on the management committee. Any equality in voting is decided as follows:
    - i if there are two candidates for a vacant management committee position and both candidates receive an equal number of votes, voting is determined by lot;
    - ii if there are three or more candidates for a vacant management committee position and two or more candidates receive an equal highest number of votes, a second vote is conducted at the meeting between only those candidates who received the equal highest number of votes. In the event that following the second vote, two or more candidates receive an equal highest number of votes, voting is determined by lot.
  - k. if there is only one candidate for a vacant management committee position, the candidate is declared elected if approved by a majority of members present and voting. If the candidate is not approved, nominations for the position may be taken from the floor of the meeting;
  - l. if, at the start of the general meeting, there are no candidates nominated for any vacant management committee position, nominations for that position may be taken from the floor of the meeting.
- 7.1.2. A person may be a candidate only if the person:
- a. is an adult; and
  - b. is eligible to be elected as a management committee member under the Act.
- 7.1.3. The management committee must ensure that, before a candidate is elected as a management committee member, the candidate is advised:
- a. whether or not the association has public liability insurance; and

- b. if the association has public liability insurance, the amount of the insurance.

## **7.2. Resignation, removal or vacation of office of management committee member**

- 7.2.1. A management committee member may resign from the management committee by giving written notice of resignation to the secretary.
- 7.2.2. 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.
- 7.2.3. A management committee member may be removed from office at a general meeting of the association if a majority of the members present and voting at the meeting vote in favour of removing the member.
- 7.2.4. Before a vote is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why they should not be removed from office.
- 7.2.5. A management committee member must vacate office if that person:
  - a. dies; or
  - b. becomes disqualified from being a management committee member under the Act; or
  - c. becomes of unsound mind or is a person whose person or estate is liable to be dealt with in any way under the law relating to mental health; or
  - d. is convicted of an indictable offence or is made bankrupt; or
  - e. is found to have failed to disclose the nature of any material personal interest in a matter that relates to the affairs of the association; or
  - f. is absent from three consecutive management committee meetings without leave of the management committee; or
  - g. becomes an employee of the association; or
  - h. does not agree to undergo a criminal history check or is disqualified as a result of such a check, if the management committee requests the member to undergo a criminal history check; or
  - i. does not otherwise comply with the requirements of this constitution.
- 7.2.6. A management committee member has no right of appeal against their removal from office under this clause.
- 7.2.7. Any management committee member who has their membership of the association terminated or suspended may not return to the office vacated by them for the remainder of the term for that position.
- 7.2.8. Clause 7.2.7 does not apply in the case of any decision of the management committee to terminate or suspend a member's membership, which is subsequently set aside by the appeals panel.

### **7.3. Vacancies on management committee**

- 7.3.1. If a casual vacancy occurs on the management committee, the continuing members of the management committee may appoint another member of the association to fill the vacancy for the remainder of the term for that position.
- 7.3.2. If a casual vacancy occurs in the position of president or treasurer, the continuing members of the management committee may act only to:
  - a. appoint another member of the association to fill the casual vacancy; or
  - b. call a general meeting of the association.
- 7.3.3. With the exception of the positions of president and treasurer, the continuing members of the management committee may act despite a casual vacancy on the management committee.
- 7.3.4. If the number of management committee members is less than the number fixed under clause 8.4.1 as a quorum of the management committee, the continuing members of the management committee 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.

## **8. Meetings of the management committee**

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### **8.1. Management committee meetings**

- 8.1.1. Subject to this clause, the management committee may meet and conduct its proceedings, as it considers appropriate, provided that the management committee must meet at least once every four months to exercise its functions.
- 8.1.2. The management committee must decide how a meeting is to be called.
- 8.1.3. Notice of a meeting is to be given in the way decided by the management committee.
- 8.1.4. The management committee may hold meetings, or permit a management 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.
- 8.1.5. A management committee member who participates in the meeting as mentioned in clause 8.1.4 is taken to be present at the meeting.
- 8.1.6. A question arising at a management committee meeting is to be decided by a majority vote of management committee members present and voting at the meeting and, if the votes are equal, the question is decided so as to maintain the status quo.

- 8.1.7. The president is to preside as chairperson at a management committee meeting.
- 8.1.8. If there is no president or if the president is not present within 30 minutes after the time fixed for a management committee meeting, the members may choose one of their number to preside as chairperson at the meeting.

## **8.2. Special meeting of management committee**

- 8.2.1. 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 management committee by giving each management committee member notice of the meeting within 14 days after the secretary receives the request.
- 8.2.2. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 8.2.3. 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.
- 8.2.4. 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.
- 8.2.5. Only the business listed on the notice of a special meeting of the management committee may be conducted at a special meeting of the management committee.
- 8.2.6. 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.

## **8.3. Minutes of management committee meetings**

- 8.3.1. 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, which may be in electronic format.
- 8.3.2. 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.
- 8.3.3. Minutes of management committee meetings may be made available for inspection by members of the association upon application, at the sole discretion of the management committee.

#### **8.4. Quorum for, and adjournment of, management committee meeting**

- 8.4.1. At a management committee meeting, more than 50% of the members elected to the management committee as at the close of the last general meeting form a quorum.
- 8.4.2. If there is no quorum within 30 minutes after the time fixed for a special meeting of the management committee called upon the request of members under clause 8.2.1, the meeting lapses.
- 8.4.3. If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than upon the request of members under clause 8.2.1:
  - a. the meeting is to be adjourned for at least one day; and
  - b. the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- 8.4.4. If, at an adjourned meeting mentioned in clause 8.4.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

#### **8.5. Resolutions of management committee without meeting**

- 8.5.1. A written resolution agreed in writing by a majority of the members of the management committee is as valid and effectual as if it had been passed at a management committee meeting that was properly called and held.
- 8.5.2. Such a resolution may be validly transmitted and agreed in writing electronically.
- 8.5.3. A resolution mentioned in clause 8.5.1 may consist of several documents in like form, each agreed in writing by one or more members of the management committee.

#### **8.6. Register of management committee members' interests**

- 8.6.1. The secretary shall cause to be kept and updated from time to time a register of declared interests of management committee members.
- 8.6.2. If a management committee member has a material personal interest in a matter that relates to the affairs of the association:
  - a. the management committee member must declare the interest;
  - b. the management committee member must not vote on matters that relate to the interest and, if the member does vote, the member's vote must not be counted;
  - c. the association cannot avoid the transaction merely because of the existence of the interest;
  - d. the interest must be recorded in the minutes of the management committee meeting at which the disclosure is made and also in the register of declared interests of management committee members.



- 8.6.3. Clause 8.6.2 does not apply to a material personal interest:
- a. that exists only because the member belongs to a class of persons for whose benefit the association is established; or
  - b. that the member has in common with all, or a substantial proportion of, the members of the association.

## **9. Secretary**

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### **9.1. Appointment or election of secretary**

- 9.1.1. 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. an eligible member of the association elected as secretary by the members at a general meeting; or
  - b. any of the following people appointed by the management committee as secretary:
    - i a member of the association's management committee;
    - ii another member of the association;
    - iii another person.
- 9.1.2. If a vacancy occurs in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected within one month after the vacancy occurs.
- 9.1.3. If the management committee appoints a person mentioned in clause 9.1.1.b.ii or 9.1.1.b.iii as secretary, the person does not become a management committee member.

### **9.2. Removal of secretary**

- 9.2.1. A secretary who has been appointed by the management committee may at any time be removed by the management committee.
- 9.2.2. If the management committee removes a secretary who is a person mentioned in clause 9.1.1.b.i, the person remains a management committee member.

### **9.3. Functions of secretary**

- 9.3.1. The secretary's functions include, but are not limited to:
- a. calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
  - b. keeping minutes of each meeting; and
  - c. keeping copies of all correspondence and other documents relating to the association; and

- d. maintaining the register of members of the association.

## **10. Finance**

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### **10.1. Treasurer**

- 10.1.1. The treasurer shall take all reasonable measures to cause a complete set of books of accounts to be kept in such a manner as to disclose the true financial position of the association in accordance with the requirements of the Act, by applying the broad principles of accounting policies and financial controls and procedures.
- 10.1.2. The treasurer shall be responsible for:
  - a. developing and maintaining a fiscal policy for the association; and
  - b. ensuring adherence to all financial procedures and controls, taking such action as appropriate to rectify any deviation from approved policy, practice or procedure; and
  - c. undertaking reviews of internal financial controls, from time to time and
  - d. reporting instances and any effect of failures to follow procedure to the management committee, as well any action that has been taken to rectify any such failure.

### **10.2. Funds and accounts**

- 10.2.1. The funds of the association must be kept in one or more accounts in Queensland in the name of the association in a financial institution decided by the management committee.
- 10.2.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 10.2.3. All amounts must be deposited in a financial institution account as soon as possible after receipt.
- 10.2.4. A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- 10.2.5. Any cheque or electronic funds transfer must be signed or approved by any two of the following:
  - a. the president;
  - b. the secretary;
  - c. the treasurer;
  - d. any other person who has been authorised by the management committee to sign cheques issued or approve electronic funds transfers by the association.
- 10.2.6. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

10.2.7. A petty cash account may be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in any such account.

10.2.8. All expenditure must be approved or ratified at a management committee meeting.

### **10.3. Annual financial statement**

10.3.1. On behalf of the management committee, the treasurer must, as soon as possible after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

10.3.2. The management committee must ensure that the association's financial statement is audited by an auditor or an accountant and presented to the annual general meeting for adoption.

### **10.4. Financial year**

10.4.1. The association's financial year will commence on 1 October and end on 30 September in each year.

### **10.5. General financial matters**

10.5.1. The income and property of the association must be applied solely towards the promotion of the objects of the association as set out in this constitution and no portion thereof is to be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or among the members of the association, provided that nothing herein prevents the payment in good faith of:

- a. remuneration of any person in return for services actually rendered to the association; or
- b. repayment for pre-approved out-of-pocket expenses incurred on behalf of the association; or
- c. payment for sale or hire of goods or payment of rent for premises let to the association; or
- d. interest to any member in respect of money advanced by that member to the association or otherwise owing by the association to the member, provided that the rate of interest is not more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
  - i the financial institution of the association; or
  - ii if there is more than one financial institution of the association, the financial institution nominated by the management committee.

10.5.2. The association precludes the payment to an officer or employee of the association of an amount by way of commission, bonus or allowance

calculated by reference to the quantity of liquor sold or supplied by the association or the receipts of the association for such liquor.

## **11. Documents and legal**

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### **11.1. Documents**

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

### **11.2. Notices**

11.2.1. A written notice may be given by the association to any member either personally, electronically or by sending it by post to the member's last address notified in writing to the association.

11.2.2. Where a notice is sent by post:

- a. service of the notice is effected by properly addressing, pre-paying and posting a letter or packet containing the notice; and
- b. unless the contrary is proved, service will be taken to have been effected at the time at which the letter or packet would be delivered in the ordinary course of post.

### **11.3. Common seal**

11.3.1. The management committee must ensure the association has a common seal.

11.3.2. The common seal must be:

- a. kept securely by the management committee; and
- b. used only under the authority of the management committee.

11.3.3. Each instrument to which the seal is attached must be signed by a management committee member and countersigned by:

- a. the secretary; or
- b. another management committee member; or
- c. someone authorised by the management committee.

### **11.4. Alteration of constitution**

11.4.1. Subject to the Act, this constitution may be amended, repealed or added to by a special resolution carried at a general meeting.

11.4.2. However, an amendment, repeal or addition is valid only if it is registered by the chief executive of the relevant government department from time to time having responsibility for supervision of the provisions of the Act.

## **11.5. Bylaws**

- 11.5.1. The management committee may make, amend or repeal bylaws, consistent with this constitution, for the internal management of the association.
- 11.5.2. A bylaw may be set aside by a majority vote of members at a general meeting of the association.

## **11.6. Indemnity**

- 11.6.1. A matter or thing done or omitted to be done by a secretary, management committee member, employee or member of the association, does not, if the matter or thing was done or omitted to be done in good faith for the purpose of exercising the association's functions under the Act, subject the person so acting personally to any action, liability, claim or demand.

## **11.7. Insurance**

- 11.7.1. The association may pay, whether directly or through an interposed entity, a premium for a contract insuring a secretary, management committee member or employee against liability that the person incurs as an officer of the association including a liability for legal costs.

## **12. Winding up**

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### **12.1. Distribution of surplus assets to another entity**

- 12.1.1. This clause applies if the association:
  - a. is wound-up under part 10 of the Act; and
  - b. has surplus assets.
- 12.1.2. The surplus assets must not be distributed among the members of the association.
- 12.1.3. The surplus assets must be given to another entity:
  - 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.

### **12.2. Liability**

- 12.2.1. A secretary, management committee member, employee or member of the association is not personally liable to contribute towards the payment of the debts and liabilities of the association or the costs, charges and expenses of the winding up of the association, beyond:
  - a. the property of the incorporated association in the person's possession; and

- b. the amount, if any, unpaid by the person in respect of membership of the association as required by clause 3.3.