**Rules: Queensland Line Dance Association Inc.**

**1. Interpretation:**

(1) In these rules—

***Act*** means the *Associations Incorporation Act 1981.*

***aggrieved party*** see rule 11A(3)

***dispute resolution centre*** means a dispute resolution centre established under the *Dispute Resolution Centres Act* 1990.

***present***—

(a) at a management committee meeting, see rule 24(6); or

(b) at a general meeting, see rule 34(2).

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

**2. Name: Queensland Line Dance Association Inc.**

**3. Objects:**

The objects of the association are to promote line dancing in Queensland and to foster a sense of community spirit within groups, clubs, members and associates. To offer a central hub where information on classes, socials and workshops are available to members and the line dancing community in general.

**4. Powers:**

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

(2) The association may, for example—

(a) enter into contracts; and

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

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

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

**5. Classes of members:**

(1) The membership of the association consists of ordinary and junior members.

(2) The number of ordinary and junior members is unlimited.

**6. Membership:**

(1) An applicant for membership of the association must complete the membership application process and pay the appropriate membership fee, except for life members.

(2) An applicant will be considered as a member once the membership application process is complete and the membership fee has been paid.

(3) Membership is open to any person.

(4) Membership is yearly from 1 July – 30 June.

**7. Membership fees:**

(1) The membership fee -

(a) is the amount decided at a general committee meeting and ratified at the annual general meeting.

(b) is payable yearly.

(c) is waived for life members.

(2) An applicant who completes the membership process and pays the annual subscription on or after 1 May will have their membership rolled over into the next financial year.

**8. When membership ends:**

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

(2) The resignation takes effect at—

(a) the time the notice is received by the secretary; or

(b) if a later time is stated in the notice—the later time.

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

(a) is convicted of an indictable offence; or

(b) does not comply with any of the provisions of these rules; or

(c) has membership fees in arrears for at least 2 months; or

(d) conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the association.

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

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

**9. Appeal against rejection or termination of membership:**

(1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons' intention to appeal against the decision.

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

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

**10. General meeting to decide appeal:**

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

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

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

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

(5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the treasurer must, as soon as practicable, refund the membership fee paid by the person.

**11A Grievance procedure**

(1) This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A(1) of the Act.

(2) To remove any doubt, it is declared that the grievance procedure cannot be used by a person whose membership has been terminated if the rules provide for an appeal process against the termination.

(3) A member (the aggrieved party) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute to—

(a) the other party; and

(b) if the other party is not the management committee—the management committee.

(4) If 2 or more members initiate a grievance procedure in relation to the same subject matter, the management committee may deal with the disputes in a single process and the members must choose 1 of the members (also the aggrieved party) to represent the members in the grievance procedure.

(5) Subject to rule 11B, the parties to the dispute must, in good faith, attempt to resolve the dispute.
(6) If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.
(7) Subject to rule 11B, if the aggrieved party asks the association's secretary to refer the dispute to mediation under subrule (6), the management committee must refer the dispute within 14 days after the request.
(8) If the aggrieved party does not ask the association's secretary to refer the dispute to mediation under subrule (6), the grievance procedure in relation to the dispute ends.

**11B Grievance procedure not continued in particular circumstances**

(1) This rule applies if—
  (a) a member initiates a grievance procedure in relation to a dispute and the association or association's management committee is the other party to the dispute; or
  (b) the aggrieved party asks the association's secretary to refer the dispute to mediation under rule 11A(6).
(2) The management committee does not have to act under rule 11A(5) or (7) if—
  (a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
  (b) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or
  (c) the dispute relates to an obligation under the Liquor Act 1992 or any other State law to prevent the entry of the aggrieved party to, or to remove the aggrieved party from, premises used by the association, or to refuse to serve liquor to the aggrieved party at the premises; or
  (d) the dispute could reasonably be considered frivolous, vexatious, misconceived or lacking in substance, or relates to a matter that has already been the subject of the grievance procedure.

**11C Appointment of mediator**

(1) If a dispute under rule 11A is referred to mediation—
  (a) the parties to the dispute must choose a mediator to conduct the mediation; or
  (b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must be—
    (i) for a dispute between a member and another member—a person appointed by the management committee; or
    (ii) for a dispute between a member and the management committee or the association—an accredited mediator or a mediator appointed by the director of a dispute resolution centre.
(2) An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute.
(3) If subrule (2) applies, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**11D Conduct of mediation**

(1) If a mediator is appointed under rule 11C, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within 28 days after the appointment.
(2) Subrule (1) does not apply if the mediator is a mediator appointed by the director of a dispute resolution centre.
(3) The mediator—

(a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and
(b) must comply with natural justice; and
(c) must not act as an adjudicator or arbitrator; and
(d) during the mediation—may see the parties with or without their representatives, together or separately.

(4) The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the period mentioned in subrule (1).

(5) The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.

(6) If the mediator cannot resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

**11E Representation for grievance procedure**

(1) A party to a dispute may appoint any qualified person to act on behalf of the party in the grievance procedure.

(2) For subrule (1), a person is qualified to act on behalf of a party if the person—
(a) has sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
(b) is authorised to negotiate an agreement for the party.

(3) If a party appoints a person under subrule (1) to act on the party's behalf, the party must give written notice of the appointment to each of the following entities—
(a) the other party to the dispute;
(b) the management committee;
(c) if a mediator has been appointed before the party appoints the person—the mediator.

**11F Electronic communication for grievance procedure**

Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agree.

**12. Register of members:**

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

(2) The membership officer will be responsible for maintaining the register of members of the association.

(3) The register must include the following particulars for each member—
(a) the full name of the member,
(b) the postal or residential address of the member,
(c) the contact phone number of the member,
(d) the email address (if applicable) of the member,
(e) the date of admission as a member,
(f) details about the termination or reinstatement of membership, and
(g) any other particulars the management committee or the members at a general meeting decide.

(4) The register must be open for inspection by members of the association at all reasonable time.

(5) Upon application by a member (in writing to the secretary), with a valid reason and upon consultation, the register may be made available for inspection by that member.

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

**13. Prohibition on use of information on register of members:**

(1) A member of the 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.

(2) Sub-rule (1) does not apply if the use of disclosure of the information is approved by the association.

**14. Functions of president:**

The president's functions include, but are not limited to—

a) Chairing all management committee and general meetings; and
b) ensuring that all meetings run smoothly.

**15. Functions of vice-president:**

The vice-president's functions include, but are not limited to—

a) filling in for the president to chair any meeting that they cannot attend;
b) ensuring that all such meetings run smoothly.

**16. Functions of secretary:**

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 correspondence and other documents relating to the association;
(d) disseminating information sent via email to appropriate folders in the association email account, and
(e) do other tasks necessary or convenient to be done in carrying out the affairs of the association.

**17. Functions of treasurer:**

The treasurer is primarily responsible for the financial management of the incorporated association.

The treasurer's functions include, but are not limited to—

(a) keeping and maintaining the financial records of the incorporated association;
(b) keeping and maintaining an asset/inventory register for the incorporated association;
(c) managing the petty cash balance and ensuring the petty cash book is kept up to date;
(d) keeping all documentation for payments made including receipts, invoices and statements;
(e) ensuring all payments are approved or ratified by the management committee and are recorded in the minutes;
(f) keeping all financial records in Queensland;
(g) keeping either a receipt book of consecutively numbered receipts or a computer system record of them;
(h) presenting a monthly treasurers reconciliation report at meetings;
(i) presenting the yearly financial report as verified by the treasurer and president to the annual general meeting.

**18. Functions of membership officer:**

The membership officer is primarily responsible for the accurate maintenance of the membership register.

**19. Membership of management committee:**

(1) The management committee of the association consists of a president, vice-president, treasurer, secretary, membership officer and any other members the association members elect at a general meeting.

(2) The president, vice-president, secretary and treasurer form the executive committee.

(3) A member of the management committee must be a member of the association.
(4) At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
(5) A member of the association may be appointed to a casual vacancy on the management committee under rule 20.

**20. Electing the management committee:**
(1) A member of the management committee may only be elected as follows—
(a) any 2 members of the association may nominate another member (the ***candidate***) to serve as a member of the management committee;
(b) the nomination must be—
(i) in writing; and
(ii) signed by the candidate and the members who nominated him or her; and
(iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting;
(e) if, at the start of the meeting, there is only one candidate nominated for a vacant position, that candidate is elected unopposed.
(2) A person may be a candidate only if the person—
(a) is an adult; and
(b) is not ineligible to be elected as a member under section 61A of the Act.
(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be emailed to members at least 7 days immediately preceding the annual general meeting.
(4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
(5) The number of management committee members may vary from year to year depending on nominations.

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

**22. Vacancies on management committee**
(1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
(2) The continuing members of the management committee may act despite a casual vacancy on the management committee.

(3) However, if the number of committee members is less than the number fixed under rule 25(1) as a quorum of the management committee, the continuing members may act only to—

(a) increase the number of management committee members to the number required for a quorum; or

(b) call a general meeting of the association.

**23. Functions of management committee**

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

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

*Note—*

The Act prevails if the association's rules are inconsistent with the Act—see section 1D of the Act.

(3) The management committee may exercise the powers of the association—

(a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and

(b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way; and

(c) to invest in a way the members of the association may from time to time decide.

**24. Meetings of management committee:**

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

*Note—*

*See also sections 70B and 70C of the Act about requirements relating to the proceedings of the management committee if a member of the committee has a material personal interest in a matter being considered at a meeting of the committee.*

(2) The management committee must meet at least once every 4 months or as necessary to exercise its functions.

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

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

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

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

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

(8) A member of the management committee must not vote on a motion if the member has an interest in the motion and, if the member does vote, the members vote must not be counted.

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

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

**25. Quorum for, and adjournment of, management committee meeting:**

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

(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
(a) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
(4) If, at an adjourned meeting mentioned in sub rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

**26. Special meeting of the executive committee:**
(1) If required, the president may call a special meeting of the executive committee to discuss an urgent issue which needs immediate attention.
(2) 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.
(3) Any decision made at this special meeting of the executive must be tabled at the next general meeting.

**27. Special meeting of the management committee:**
(1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
(2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
(3) A request for a special meeting must state—
(a) why the special meeting is called; and
(b) the business to be conducted at the meeting.
(4) A notice of a special meeting must state—
(a) The day, time and place of the meeting; and
(b) the business to be conducted at the meeting.
(5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

**28. Minutes of management committee meetings:**
(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are stored electronically.
(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.

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

**30. Acts not affected by defects or disqualifications**

(1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

(2) Sub rule (1) applies even if the act was performed when—

(a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

(b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

**31. Resolutions of management committee via messenger thread**

(1) A positive resolution from each member of the management committee via a messenger thread is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A copy of these messenger resolutions must be kept by the secretary.

(3) Any decision made via the messenger thread must be tabled and ratified at the next meeting (general or management).

**32. Annual General Meetings:**

(1) The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

(2) Each subsequent annual general meeting must be held—

(a) at least once each year; and

(b) within 6 months after the end date of the association's reportable financial year.

**33. Business to be conducted at annual general meeting of small incorporated associations**

This rule applies if the association is a small incorporated association to which sections 59A and 59AB of the Act apply.

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

(a) electing the members of the management committee;

(b) receiving the president's annual report for adoption;

(c) receiving the treasurer's annual financial statement, and verification statement, for the last reportable financial year to the meeting for adoption;

(d) the disclosure of remuneration paid and any benefits given to members;

(e) ratification of the annual membership fees; and

(f) the date of the following year's AGM.

**34. Notice of general meeting**

(1) General meetings are to be held each month, where possible, or as necessary to carry out the business of the association.

(2) General meetings will be held via Zoom or face-to-face when appropriate.

(3) The secretary may call a general meeting of the association.

(4) The secretary will ask for Agenda Items (via Messenger) 14 days before the general meeting.

(5) The secretary must give at least 7 days' notice of the meeting to each member of the association.

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

(7) The management committee may decide the way in which the notice must be given.

(8) However, notice of the following meetings must be given in writing—

(a) a meeting called to hear and decide the appeal of a person against the management committee's decision –

(i) to reject the person's application for membership of the association; or

(ii) to terminate the person's membership of the association;

(b) a meeting called to hear and decide a proposed special resolution of the association.

(9) A notice of a general meeting must state the business to be conducted at the meeting.

**35. Quorum for, and adjournment of, general meeting:**

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

(2) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

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

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

(a) the meeting is to be adjourned for at least 7 days; and

(b) the management committee is to decide the day, time and place of the adjourned meeting.

(5) 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.

(6) If a meeting is adjourned under subrule (5), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

(7) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

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

**36. Procedure at general meeting:**

(1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in sub rule (1) is taken to be present at the meeting.

(3) At each general meeting—

(a) the president is to preside as chairperson; and

(b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting (preferably the vice-president); and

(c) the chairperson must conduct the meeting in a proper and orderly way.

**37. Voting at general meeting:**

(1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

(2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

(3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

(4) The method of voting is to be decided by the management committee.

(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

(7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

**38. Special general meeting:**

(1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—

(a) being directed to call the meeting by the management committee; or

(b) being given a written request signed by—

(i) at least 33% of the number of members of the management committee when the request is signed; or

(ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or

(c) being given a written notice of an intention to appeal against the decision of the management committee—

(i) to reject an application for membership; or

(ii) to terminate a person's membership.

(2) A request mentioned in subrule (1)(b) must state—

(a) why the special general meeting is being called; and

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

(3) A special general meeting must be held within 3 months after the secretary—

(a) is directed to call the meeting by the management committee; or

(b) is given the written request mentioned in subrule (1)(b); or

(c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).

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

**39. Proxies:**

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

*[Name of association*]:

I, _____of _____, being a member of the association, appoint _____of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the _____day of 20_____ and at any adjournment of the meeting.

Signed this _____day of 20_____. Signature_____

(2) The instrument appointing a proxy must—

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

(b) if the appointor is a corporation—

(i) be under seal; or

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

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

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

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

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

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

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

Signed this _____day of 20_____. Signature_____

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—

[*List relevant resolutions*]

**40. Minutes of general meetings:**

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are stored electronically.

(2) To ensure the accuracy of the minutes—

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

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

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

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

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

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

**41. By-laws:**

(1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.

(2) A by-law may be set aside by a vote of members at a general meeting of the association.

**42. Alteration of rules:**

(1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

**43. Funds and accounts:**

(1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by the association of $100 or more must be made by electronic funds transfer.

(5) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(6) All expenditure must be approved or ratified at a management committee meeting.

**44. General financial matters:**

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

(2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

(3) No part of the association's income or property is to be distributed, paid or transferred by way of a bonus, dividend or other similar payment to the association's members.

(4) Subrule (3) does not apply to—

(a) reasonable remuneration paid to a member of the association for work done by the member for or on behalf of the association; or

(b) any payments or dispositions of property that are incidental to activities of the association in accordance or consistent with the association's objectives; or

(c) payments made via a travel allowance claim as approved by the management committee.

**45. Documents:**

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

**46. Financial year**

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

**47. Distribution of surplus assets to another entity**

(1) This rule applies if the association—

(a) is wound-up under part 10 of the Act; and

(b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(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

(4) This entity must be a charity of the management committee's choosing.

(5) In this rule— ***surplus assets*** see section 92(3) of the Act..

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