



**REGISTERED RULES**

**OF**

**QUEENSLAND SPORTING  
CLAYS ASSOCIATION INCORPORATED**

**Approved 4<sup>th</sup> June 2016**

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## **1. NAME**

1.1. The name of the incorporated association shall be the Queensland Sporting Clays Association Inc. abbreviated to QSC

## **2. OBJECTS**

2.1. The objects for which the Association is established are:

- 2.1.1. To develop field sports and related activities in the state of Queensland particularly by the promotion of game conservation and management.
- 2.1.2. To promote the establishment throughout Queensland of Sporting Clays Shooting Grounds and promote the disciplined enjoyment of participation in the sport of Sporting Clays Shooting by promoting Sporting Clays Shooting Competitions and assisting in the implementing of a State wide coaching scheme particularly for juniors.
- 2.1.3. To provide any kind of financial or other assistance to, or in respect of, specific conservation projects or undertakings, including research and the establishment and management of national and other parks, reserves and sanctuaries.
- 2.1.4. To offer, provide, sponsor or contribute towards any lecture, scholarship, prize or other award for any research, study, literary contribution or other effort in connection with any of the objectives of the Association.
- 2.1.5. To educate members of the Association and the public in the value of conservation in relation to their sport, and generally to promote good relations between field sportsmen, landowners, the Government and the public.
- 2.1.6. To affiliate with any organisations with similar aims and objects;
- 2.1.7. To adopt from time to time any additional objects and rules relative to and in the interests of the members of and the QSC Association; and
- 2.1.8. To promote firearm safety.

## **3. POWERS**

3.1. The powers of the Association are:

- 3.1.1. To subscribe to, become a member of and co-operator with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds and club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 19.10);

- 3.1.2. In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;
- 3.1.3. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- 3.1.4. To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- 3.1.5. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- 3.1.6. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- 3.1.7. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidies or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- 3.1.8. To invest and deal with the money of the Association not immediately required in such manner as may from time to time be sought fit;
- 3.1.9. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- 3.1.10. In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate. To guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- 3.1.11. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;

- 3.1.12. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- 3.1.13. In furtherance of the objects of the association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- 3.1.14. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to Association from purchasers and others;
- 3.1.15. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule 3.1.4;
- 3.1.16. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- 3.1.17. To print and publish any newspaper, periodicals, books, or leaflets that the Association may think desirable for the promotion of its objects;
- 3.1.18. In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 20.10.
- 3.1.19. In furtherance of the objects of the association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- 3.1.20. In furtherance of the objects of the Association to transfer all or any part of the property, assets liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- 3.1.21. To make donations for patriotic, charitable or community purposes;
- 3.1.22. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- 3.1.23. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

## 4. MEMBERSHIP

- 4.1. Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the Thirty-first day of December 1983, agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association, and shall not be required to pay any further subscription until the next due date for payment of that subscription.
- 4.2. Every applicant for any class of membership of the Association, except Life Membership shall be made in writing, containing the applicants name, address and contact details and signed and dated by the applicant and shall be in such form as the Management Committee from time to time prescribes.

## 5. MEMBERSHIP - CLASSES

5.1. The membership of the Association shall consist of the following classes of members:

- 5.1.1. **Ordinary Members** shall, subject to these Registered Rules, be available on a year to year basis and is conditional in all regards upon the payment of an ordinary membership subscription as fixed by the Management Committee from time to time;
- 5.1.2. **Life Members** of the Association shall be those persons who have been nominated by a financial member and seconded by not less than four (4) other financial members. The nomination must be accompanied by a resume of not less than 100 words to support the nominee. Life Membership is granted for meritorious and outstanding service being it financial, or physical support for the improvement to and/or the support for the welfare and management of the Association. The nomination is then recommended to the Management Committee. All such recommendations shall be published and sent out with the notices calling the Annual General Meeting. All Life Memberships must be elected at the Annual General Meeting of the Association.
- 5.1.3. **Junior Members** shall be restricted to people under the age of eighteen (18) years at the time of joining and shall be on a year to year basis and conditional upon the payment of the Junior Membership subscription as fixed by the Management Committee from time to time, and the Junior Membership status will remain in place during the year in which the Junior Member attains the age of eighteen (18) years. Junior Members shall not have voting powers nor the right or ability to serve on the QSC Committee;
- 5.1.4. The number of Ordinary, Life and Junior Members shall be unlimited.
- 5.1.5. Family Membership consists of Ordinary and Junior Members as determine by the Management Committee

## **6. MEMBERSHIP - FEES**

- 6.1. The membership fees for each class of membership shall be such sum, as the members shall from time to time at any general meeting so determine.
- 6.2. The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.
- 6.3. The membership fees for family membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.
- 6.4. Life Membership fees are paid by the Association
- 6.5. Membership is terminated if the member is two (2) months in arrears in membership fees.
- 6.6. Any proposed increases to membership fees for the following year will be motioned at the next scheduled general meeting. At which time a majority vote of members (greater than fifty percent) will see the motion adopted.

## **7. MEMBERSHIP - REGISTER (DATABASE)**

- 7.1. The Management Committee shall cause a Register to be kept in which shall be entered the names and addresses of all persons admitted to membership of the Association and dates of their admission.
- 7.2. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- 7.3. The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection. Inspection will be provided in accordance within bounds of current privacy laws or regulation.

## **8. TERMINATION OF MEMBERSHIP**

- 8.1. A member who has paid all monies due and owing to the Association may resign from the Association by giving notice in writing of his or her intention to do so, to the Secretary of the Association and the secretary or president of the associated branch of which he is a member. Such resignation shall take effect on receipt of such notice by the said Secretary unless a later date is specified in the notice, when it shall take effect on that later date.
- 8.2. If a member
  - 8.2.1. Is convicted of an indictable offence, or
  - 8.2.2. Fails to comply with any provisions of these Rules, or
  - 8.2.3. As membership fees in arrears for a period in excess of two (2) months, or
  - 8.2.4. Conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interest of the Association contrary to the code of conduct of the Association (refer to Rules 8.5.1 to 8.5.3 inclusive);

The Management Committee may, by resolution carried by a majority of the members present and entitled to vote;

8.2.5. Terminate the membership of the member; or

8.2.6. Suspend the member from membership of the Association for a specified time; or impose a fine on the member or

8.2.7. The Management Committee may appoint a Disciplinary Committee, which by a majority resolution of the members may;

8.2.8. Terminate the membership of the member; or

8.2.9. Suspend the member from membership of the Association for a specified time; or impose a fine on the member; or

8.2.10. Take such action outlined in the bylaws of the association.

8.3. The member referred to in Rule 8.2 and Rule 8.5 inclusive hereof shall be entitled to be heard and given a full and fair opportunity of presenting his or her case before the Management Committee or a Disciplinary Committee appointed by the Management Committee, and in the event the Management Committee or Disciplinary Committee resolves to impose any penalty then it shall instruct the Secretary to advise the member in writing in accordance with the bylaws of the association.

#### 8.4. Appeal Against Rejection, Termination and or Suspension of a Member

8.4.1. A person whose application for membership has been rejected or whose membership has been suspended or terminated or against whom a fine has been imposed, may, within one calendar month of receiving written notification thereof, lodge with the Secretary written notice of his or her intention to appeal against the decision of the Management Committee or Disciplinary Committee, together with his or her written submission in support of the appeal.

8.4.2. Upon receipt of a notification of a Member's intention to appeal against rejection or suspension or termination of membership or against the imposition of any fine, the Secretary shall convene within three months of the date of receipt by him of such notice, if one has not been programmed to be held within that period, a Board Meeting to determine the appeal. At any such meeting the applicant shall likewise have the opportunity of presenting his or her case. The appeal shall be determined by the vote of the majority of the members present and entitled to vote at such meeting. The Management Committee's decision shall be final and binding to all parties. Notwithstanding the appeal process above, the Management Committee may appoint an Appeal Committee to consider the appeal in accordance with the bylaws of the Association.

#### 8.5. Misconduct

8.5.1. The term 'misconduct' shall be interpreted to mean conduct, which in the opinion of a majority of the members of the Management Committee could bring discredit on Association branches and/or be unbecoming on the part of a member contrary to the code of conduct of the Association.



- 8.5.2. In relation to misconduct by a member, pursuant to the provisions of the Rules of FITASC/Australian Sporting Clays, disciplinary action against a Member shall be carried out in accordance with those Rules as may be in force at that time and as may be varied from time to time.
- 8.5.3. In the case of misconduct by a member that is not provided for under the Rules of FITASC/Australian Sporting Clays , then the member shall be subject to the provisions of Rule 8.2 hereof.

#### 8.6. Re-Admissions

- 8.6.1. Any Member whose membership has been terminated in accordance with Rule 8.2 hereof may, after a period of two (2) years from the date of termination, apply to the Management Committee to be readmitted as a member, and any such application may be granted by the Management Committee with or without special conditions, provided however that such member shall not be readmitted to membership unless by a vote of the majority of the members present and entitled to vote at such a meeting.

## 9. INTERPRETATION OF THESE REGISTERED RULES

### 9.1. In the event of

- 9.1.1. Any doubt, uncertainty or difficulty arising in relation to the meaning or intent; or
- 9.1.2. Any question arising in relation to the interpretation, of any clause of these Registered Rules, the Management Committee has the power to pronounce a decision in relation thereto and its decision shall be final and binding on all members of the QSC Association.

### 9.2. In the absence of some specific guidance in these Registered Rules upon or in respect of any particular matter or issue, all and any:

- 9.2.1. Committee meetings;
- 9.2.2. Annual General Meetings;
- 9.2.3. Special meetings; and
- 9.2.4. Extraordinary meetings

Of the QSC Association, the Management Committee and any branch shall be conducted in accordance with rules of order that are commonly accepted and used from time to time in the course of the conduct of meetings in general.

In or in respect of any situation not specifically or generally provided for by these Registered Rules regarding, amongst other things, practices, procedures and administration, the general rules of practice, procedure and administration that are set out in the current Associations Incorporation Act 1981 will be used.

## **10. MANAGEMENT COMMITTEE - MEMBERSHIP**

10.1. The Management Committee of the Association shall consist of President, Vice-President, Secretary, Treasurer, all of whom shall be members of the Association, and two members of each branch, all of whom shall be members of the Association, appointed by the Branch, to represent each Branch of the Association.

10.2. At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

10.3. The election of officers and other members of the Management Committee shall take place in the following manner:

- 10.3.1. Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
- 10.3.2. The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place;
- 10.3.3. A list of the candidates' names in alphabetical order, with the proposers' and seconders names, shall be posted in a conspicuous place in the office or usual place of meetings of the Association for at least seven (7) days immediately preceding the annual general meeting;
- 10.3.4. Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- 10.3.5. Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.

Any member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

## **11. MANAGEMENT COMMITTEE - VACANCIES**

11.1. The Management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.

11.2. The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing number of members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

## **12. MANAGEMENT COMMITTEE - FUNCTIONS**

12.1. Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee -

12.1.1. Shall have the general control and management of the administration of the affairs, property and funds of the Association; and

12.1.2. Shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

12.2. The Management Committee may exercise all powers of the Association -

12.2.1. To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same 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 in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off such securities;

12.2.2. To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

12.2.3. To invest in such manner as the members of the Association may from time to time determine.

## **13. MANAGEMENT COMMITTEE - ROLES**

**13.1. President of the QSC Association:**

Shall be considered the chief Executive Officer of the Queensland Sporting Clays Association, and

13.1.1. Plays a key role in maintaining a successful profile of the organisation.

13.1.2. Represent the association at all public and social occasions

13.1.3. Must make no statement contrary to the policy of the Association.

13.1.4. Chair all meetings of the management committee and general meetings.

13.1.5. Consult with the secretary in the preparation of meetings and agendas.

### **13.2. Vice President:**

Shall occupy the office of president if for any reason the president of the association is unavailable to carry out their duties, and

- 13.2.1. Plays a key role in maintaining a successful profile of the organisation.
- 13.2.2. Represent the association at all public and social occasions
- 13.2.3. Must make no statement contrary to the policy of the Association.
- 13.2.4. Chair all meetings of the management committee and general meetings.
- 13.2.5. Consult with the secretary in the preparation of meetings and agendas.

If for any reason the office of the President of the QSC Association shall become vacant the Vice-President of the QSC Association shall hold that office until the next AGM of the QSC Association.

### **13.3. Secretary:**

13.3.1. Elect will be responsible for

- 13.3.1.1. Maintaining records in accordance with any government requirement or act.  
Including changes of address and officer's of the association
- 13.3.1.2. Prepare, maintain, and distribute meeting minutes.
- 13.3.1.3. Keep a register (database) of financial members.
- 13.3.1.4. Give 14 days notice of any special management meeting, or AGM.
- 13.3.1.5. Prior to each meeting the secretary will in consultation with the president prepare an agenda.
- 13.3.1.6. Attend to any correspondence or matters arising
- 13.3.1.7. Co-ordinate any reports to be presented from sub committees etc.
- 13.3.1.8. Arrange the meeting venue
- 13.3.1.9. Prepare and dispatch minutes prior to the meeting
- 13.3.1.10. Attend the new meeting equipped with notes from the previous meeting, reports, correspondence etc.
- 13.3.1.11. Check venue is suitable and arrange any catering

13.3.2. At the meeting:

- 13.3.2.1. Maintain or Circulate the attendance book, any report and agenda
- 13.3.2.2. Read the minutes, reports and correspondence
- 13.3.2.3. Keep the minutes of the meeting

13.3.3. After the meeting:

- 13.3.3.1. Transcribe the minutes as soon as possible,
- 13.3.3.2. Carry out any requirements of minutes including preparation of any correspondence.
- 13.3.3.3. Apprise the president and or committee of all urgent correspondence or shortcomings.

#### **13.4. Treasurer:**

- 13.4.1. Maintain accurate books giving a true and fair view of the financial affairs of the QSC Association;
- 13.4.2. Be responsible for the care of the funds of the QSC Association;
- 13.4.3. Receive all and any funds of the QSC Association and deposit those funds with the financial institution(s) mandated by the QSC Association from time to time;
- 13.4.4. Prepare for and tender to each general meeting and AGM of the QSC Association, a financial report in respect of the financial standing of the QSC Association and a register of the assets of the QSC Association, both of which must be as current as is practicable as at the date of each:
- 13.4.5. Keep all financial records, invoices and statements for a period of seven (7) calendar years after the end of each financial year and make them available for inspection as and when required to do so.

#### **13.5. Committee Member(s):**

Committee members will be comprised of two members from each of the Association branches. The nominated committee members will be responsible for

- 13.5.1. Assisting the executive in making decision to ensure the smooth running of the association.
- 13.5.2. Assist from time to time in the preparation of special functions/events,
- 13.5.3. And other basic varied duties associated with the associations deem necessary.

#### **13.6. Committee Members (both volunteers and professionals) must:**

- 13.6.1. Aim to provide and promote an environment free from abuse, discrimination and harassment in relation to employment, functions, events, competitions, membership eligibility and provision of goods and services;
- 13.6.2. Distribute and implement this By-Law and promote the use of the disciplinary procedure;
- 13.6.3. Take all reasonable steps to prevent abuse, discrimination and harassment and ensure that this position is widely known through all levels
- 13.6.4. Identify and implement appropriate procedures to handle abuse, discrimination, harassment and other complaints
- 13.6.5. Respond to complaints in an impartial, sensitive, fair, timely and confidential manner;
- 13.6.6. Provide all people with an equal opportunity to participate;

- 13.6.7. Ensure that rules, equipment and length of competition are safe and are modified to suit age, ability and maturity level of competitors;
- 13.6.8. Ensure that it is made clear that abuse of any form is unacceptable and will result in disciplinary action; and
- 13.6.9. Set an example of appropriate, positive and supportive behaviour towards all Members.

## **14. MANAGEMENT COMMITTEE - MEETINGS**

- 14.1. The Management Committee shall meet at least a minimum of 4 times in a calendar year to exercise its functions.
- 14.2. A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 14.3. At every meeting of the Management Committee a simple majority of a number equal to the number of Branch members appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- 14.4. Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative or the status quo remains.
- 14.5. A member of the Management Committee shall not vote in respect to any contract or proposed contract with the Association in which he is interested, or any matter arising there out, and if he does so vote his vote shall not be counted.
- 14.6. Not less than fourteen (14) days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- 14.7. The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- 14.8. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

- 14.8.1. The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee
- 14.8.2. A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their numbers to be Chairman of the meeting.
- 14.8.3. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- 14.9. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them was disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
- 14.10. A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

## 15. MEETINGS - ANNUAL OR GENERAL

- 15.1.1. The annual general meeting shall be held within three months of the close of the financial year.
- 15.1.2. The business to be transacted at every annual general meeting shall be
- 15.1.3. The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
- 15.1.3.1. The receiving of the auditor's report upon the books and the accounts for the preceding financial year;
- 15.1.3.2. The election of **President, Vice-President, Secretary and Treasurer** to the Management Committee; and
- 15.1.3.3. The appointment of the auditor.

15.2. The secretary shall convene a special meeting –

- 15.2.1. When directed to do so by the Management Committee; or
- 15.2.2. On the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
- 15.2.3. On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

15.3.

- 15.3.1. At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- 15.3.2. No business shall be transacted by any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule “member” includes a person attending as a proxy or as representing a corporation, which is a member.
- 15.3.3. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 15.3.4. The chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at the adjourned meeting.



15.4. The secretary shall convene all general meetings of the Association by

15.4.1. Giving not less than fourteen (14) days notice of any such meeting to the members of the Association.

15.4.2. The manner by which such notice shall be given shall be determined by the Management Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of the member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

15.5. Unless otherwise provided by these Rules, at every general meeting –

15.5.1. The president shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;

15.5.2. The Chairman shall maintain the order and conduct the meeting in a proper and orderly manner;

15.5.3. Every question, matter or resolution shall be decided by a majority of votes of the members present;

15.5.4. Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting;

15.5.5. Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;

15.5.6. A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorized representative shall have one vote.

15.5.7. The instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointer or of his attorney duly authorized in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorized. A proxy may but not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;

15.5.8. Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

QUEENSLAND SPORTING CLAYS Association INC

I, \_\_\_\_\_ of \_\_\_\_\_, being  
a member of the above named Association, hereby  
appoint \_\_\_\_\_ of \_\_\_\_\_, or failing  
him, \_\_\_\_\_ 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 thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Signature \_\_\_\_\_

This form is too used \*in favour of/\*against the resolution.  
Strike out whichever is not desired. Unless otherwise instructed, the proxy may vote as  
he thinks fit

- 15.5.9. The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument purposes to vote; and
- 15.5.10. The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be read and verified as true and correct at the next succeeding Management Committee. Similarly, the minutes of every general meeting shall be verified at the next succeeding general meeting.

## 16. BY-LAWS

- 16.1. The Management Committee shall have power to make, amend or repeal By-Laws or Standing Orders not inconsistent with these Rules may from time to time be deemed necessary in respect of the establishment, area, and general conduct of the Association and its Branches. Any by-law may be set aside by a general meeting of members.

## 17. ALTERATION OF RULES

- 17.1. Subject to the Associations Incorporation Act 1981, these Rules may be amended repealed or added to by a special resolution carried at any general meeting
- 17.2. However an amendment, repeal or addition is valid only if, the chief executive registers it.

## **18. COMMON SEAL**

18.1. Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

## **19. FUNDS AND ACCOUNTS**

19.1. The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.

19.2. Proper books and accounts shall be kept and maintained either in written or printed form or electronic accounting program in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

19.3. All moneys shall be banked as soon as practicable after receipt thereof.

19.4. All amounts of twenty dollars or over shall be paid by cheque or by a online payment system signed or verified by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee

19.5. Cheques shall be crossed "not negotiable" except those in payment of wages, allowance or petty cash recoupment's which may be open.

19.6. The Management Committee shall determine the amount of petty cash, which shall be kept, on the imprest system.

19.7. All expenditure shall be approved or ratified at a Management Committee meeting.

19.8. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of –

19.8.1. The income and expenditure for the financial year just ended; and

19.8.2. Outline all assets, liabilities, mortgages, charges and securities affecting the property of the Association at the close of that year.

19.9. All such statements shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.

19.10. The income and property of the Association whencesoever's derived shall be used and applied solely in promotion of its object and in exercise of its powers as set out herein and on portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or

repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

## **20. DOCUMENTS**

20.1. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

## **21. FINANCIAL YEAR**

21.1. The financial year of the Association shall close on 31st December in each year.

## **22. DISTRIBUTION OF SURPLUS ASSETS**

22.1. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institutions having objects similar to the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 19.10, such institution or institutions to be determined by the members of the Association.