



WHITSUNDAY CONSERVATION COUNCIL INC.

Incorporated 7th May 2020
Queensland IA 59495

CONSTITUTION
RULES 1 to 51

1 Interpretation

(1) In these rules:

Act means the *Associations Incorporation Act 1981*.

present:

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(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

The name of the incorporated Association shall be **Whitsunday Conservation Council Inc.**; in these rules called "**the Association**".

3 Objects

The objects of the Association are:

- (1) The principal object is the public charitable purpose of conserving, protecting and enhancing the natural environment.
- (2) To promote science-based research to preserve the natural environment for public appreciation and enjoyment.
- (3) To facilitate access for people of all abilities to the natural environment for their appreciation, education and enjoyment.
- (4) To promote the community benefits of sustainable ecosystems as a legacy for our region.
- (5) To promote projects which protect native fauna and flora and their habitats and prevent the extinction of indigenous species.
- (6) To educate and lobby government and non-government entities and individuals in order to influence public policy, laws and budgets relating to the conservation of our region and to provide support to other groups with a similar purpose.
- (7) To foster an active involvement of the community to carry out the objects of the Association.

4 Powers

The Powers of the Association are:

- (1) The Association has the powers of an individual.
- (2) It 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 the following classes of members:

- (a) Ordinary member
- (b) Founding member
- (c) Life member
- (d) Honorary member

- (2) (a) The number of Ordinary members is unlimited, but each must remain financial to be eligible to vote at any general meeting of the Association.
 - (b) An Ordinary member shall not be eligible to vote at any general meeting of the Association during the first twelve months of their membership.
 - (c) An Ordinary member's membership will cease whenever the membership fee becomes two months in arrears.
- (3) A Founding member may be admitted up to six months from the date of incorporation of the Association.
- (4) A Life member must have been a financial Ordinary or Founding member for a consecutive period of at least five years prior to their appointment as a Life member.
- (5) An Honorary member shall have all the privileges of a member but not be eligible to vote at any general meeting of the Association and not be eligible for election to the management committee.
- (6) A Life or Honorary member shall only be appointed by resolution at a general meeting of the Association.

6 Automatic membership

A person who, on the day the Association is incorporated, was a member of the unincorporated Association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated Association, must be admitted by the management committee:

- (a) to the equivalent class of membership of the Association as the member held in the unincorporated Association; or
- (b) if there is no equivalent class of membership—as an Ordinary member.

7 New membership

- (1) An application for membership must be:
 - (a) in writing; and
 - (b) signed by the applicant; and
 - (c) in the form decided by the management committee.

8 Membership fees

- (1) The membership fee for each Ordinary membership:
 - (a) is the amount decided by the management committee from time to time; and
 - (b) is payable when, and in the way, the management committee decides.
- (2) A member of the incorporated Association who, before becoming a member, has paid the membership fee of the unincorporated Association on or before a day fixed by the management committee, is not liable to pay a further amount for the period before the day fixed by the management committee as the day on which the next membership fee is payable.
- (3) No membership fee is payable for Life or Honorary members.

9 Admission and rejection of new members

- (1) The management committee must consider an application for membership at the next committee meeting held after it receives:
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (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) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the Association must, as soon as practicable after the management committee decides to reject an application, give the applicant notice of the decision to reject their application.

10 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 himself or herself 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.

11 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 person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 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) 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 secretary must, as soon as practicable, refund the membership fee paid by the person.

13 Register of members

- (1) The management committee must keep a register of members of the Association.
- (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) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the Association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the Association, withhold information about the member (other than the member's full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
- (6) The register must be kept in a secure place as determined by the management committee.

14 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) Subrule (1) does not apply if the use or disclosure of the information is approved by the Association.

15 Appointment or election of secretary

- (1) The secretary must be an individual residing in Queensland, who is:
 - (a) a member of the Association elected by the Association as secretary; or
 - (b) any of the following persons appointed by the management committee as secretary:
 - (i) a member of the Association's management committee;
 - (ii) another member of the Association;
 - (iii) another person.
- (2) If the Association has not elected an interim officer as secretary for the Association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the Association within 1 month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- (4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (7) In this rule: **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 Removal of secretary

- (1) The management committee of the Association may at any time remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 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 all correspondence and other documents relating to the Association; and
- (d) maintaining the register of members of the Association.

18 Membership of management committee

- (1) The management committee of the Association consists of a President, Vice President, Secretary, Treasurer and any other members the Association's members elect at a general meeting, up to a maximum of three additional members.
- (2) A member of the management committee, other than a secretary appointed by the management committee under rule 15(1)(b)(iii), must be a member of the Association.
- (3) 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.
- (4) A member of the Association may be appointed to a casual vacancy on the management committee under rule 21.

19 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.
- (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 posted in a conspicuous place in the office or usual place of meeting of the Association for 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 management committee must ensure that, before a candidate is elected as a member of the management committee, 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.

20 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 member's 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.

21 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 24(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.
- (4) With the exception of a vacancy in the position of President, Vice President, Secretary or Treasurer, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting where the vacancy was not filled at the last annual general meeting.

22 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 Associations rules are inconsistent with the Act—see section 1B of the Act.

23 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 4 months to exercise its functions.
- (3) The 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 a 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.
- (6) A committee 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 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 question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.
- (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.

24 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the Association 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 meeting is to be adjourned for at least 1 day; and
 - (b) 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 subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of 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.

26 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 entered in a minute book.
- (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.

27 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 Association's 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.

28 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) Subrule (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.

29 Resolutions of management committee without meeting

- (1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

30 First annual general meeting

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

31 Subsequent annual general meetings

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.

32 Business to be conducted at annual general meeting of level 1 incorporated Associations and particular level 2 and 3 incorporated Associations

- (1) This rule applies only if the Association is:
 - (a) a level 1 incorporated Association; or
 - (b) a level 2 incorporated Association to which section 59 of the Act applies; or
 - (c) a level 3 incorporated Association to which section 59 of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the Association:
 - (a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
 - (b) presenting the financial statement and audit report to the meeting for adoption;
 - (c) electing members of the management committee;
 - (d) for a level 1 incorporated Association—appointing an auditor or an accountant for the present financial year;
 - (e) for a level 2 incorporated Association, or a level 3 incorporated Association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at annual general meeting of other level 2 incorporated Associations

- (1) This rule applies only if the Association is a level 2 incorporated Association to which section 59A of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the Association:
 - (a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;

- (c) electing members of the management committee;
- (d) appointing an auditor, an accountant or an approved person for the present financial year.

34 Business to be conducted at annual general meeting of other level 3 incorporated Associations

- (1) This rule applies only if the Association is a level 3 incorporated Association to which section 59B of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the Association:
 - (a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
 - (b) presenting the financial statement and signed statement to the meeting for adoption;
 - (c) electing members of the management committee.

35 Notice of general meeting

- (1) The secretary may call a general meeting of the Association.
- (2) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (3) At least 14 days written notice of the meeting must be given to each member of the Association.
- (4) The management committee may decide the way in which the notice must be given by:
 - (a) email or attachment to an email sent to the email address given by the member; or
 - (b) by post to the postal address given by the member; or
 - (c) by hand to the member.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

36 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the Association's last general meeting plus 1.
- (2) However, if all members of the Association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) 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.
- (5) 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.
- (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.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) 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.
- (9) 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.

37 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 subrule (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; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

38 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 and eligible to vote.
- (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 their membership fee 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.

39 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 members of the Association eligible to vote at a general meeting that is 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.

40 Proxies

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

WHITSUNDAY CONSERVATION COUNCIL INC. 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 of20..... 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:

WHITSUNDAY CONSERVATION COUNCIL INC. 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 of20..... and at any adjournment of the meeting. Signed this..... day of 20...Signature This form is to be used *in favour of/*against [<i>strike out whichever is not wanted</i>] the following resolutions: [<i>List relevant resolutions</i>]

41 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 entered in a minute book.
- (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 minute book 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 that meeting if requested by the member.
- (4) The Association may require the member to pay the reasonable costs of providing copies of the minutes.

42 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.

43 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.

44 Whitsunday Conservation Council Gift Fund

- (1) To establish and maintain a public fund to be called the Whitsunday Conservation Council Gift Fund for the specific purpose of supporting the environmental objects and purposes of the Association. The Fund is established to receive all gifts of money or property for this purpose and any money received because of such gifts must be credited to its bank account. The Fund must not receive any other money or property into its account and it must comply with subdivision 30-E of the Income Tax Assessment Act 1997.
- (2) Members of the public shall be invited to make gifts of money or property to the Fund for the environmental purposes of the Association.
- (3) Money from interest on donations, income derived from donated property and money from the realisation of such property is to be deposited into the Fund.
- (4) A separate bank account must be kept to deposit money donated to the Fund, including interest accruing thereon, and gifts to it are to be kept separate from other funds of the Association.
- (5) Receipts are to be issued in the name of the Fund and proper accounting records and procedures are to be kept and used for the Fund.
- (6) The Fund will be operated on a not-for-profit basis.
- (7) A Fund management committee of no fewer than three persons will administer the Fund. This committee will be appointed by the Association's management committee. A majority of the members of the Fund management committee are required to be 'responsible persons' as defined by the Guidelines to the Register of Environmental Organisations.
- (8) The Association agrees to comply with any rules that the Treasurer and the Minister with responsibility for the environment may make to ensure that gifts made to the Fund are only used for its principal purpose.
- (9) Any allocation of funds or property to other persons or organisations will be made in accordance with the established purposes of the Association and not be influenced by the preference of the donor.
- (10) Statistical information requested by the Department on donations to the Fund will be provided within four months of the end of the financial year.
- (11) An audited financial statement for the Association and the Fund will be supplied with the annual statistical return. The statement will provide information on the expenditure of public fund monies and the management of public fund assets.
- (12) If the Fund is wound up any surplus assets of the Fund are to be transferred to another charitable fund with similar objectives that is on the Register of Environmental Organisations.

45 Funds and accounts

- (1) The funds of the Association must be kept in accounts 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 more than \$100 shall be made by cheque or electronic funds transfer.

(5) If a payment is made by cheque or electronic funds transfer, it must be signed or authorised by any 2 of the following:

- (a) the president;
- (b) the secretary;
- (c) the treasurer;
- (d) any 1 of the other members of the management committee who has been authorised by the management committee to sign or authorise payments.

(6) However, one of the persons who signs the cheque must be the president, the secretary or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.

(8) 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.

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

46 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 and applied solely in promoting its objects and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members, management committee members or trustees of the Association.

47 Documents

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

48 Financial year

The end date of the Association's financial year is **31st December** in each year.

49 Patron

(1) At a general meeting of members, the Association may appoint or remove a Patron or Vice Patron.

(2) A Patron or Vice Patron shall have all the privileges of a member but shall not be entitled to vote at a meeting of members and shall not be required to pay a membership fee.

50 Winding Up

(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; and
- (c) to which income tax deductible gifts can be made.

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

51 Dispute Resolution

(1) The dispute resolution procedure applies to disputes (grievances) between:

- (a) members; or
- (b) members and the management committee; or
- (c) members and the Association.

(2) If the dispute is between a member and the Association, the Association must not initiate or continue any disciplinary action against the member or his representative until the dispute has been resolved.

(3) Those involved in the dispute must try to resolve it between themselves within 14 days of knowing about it.

(4) If those involved in the dispute do not resolve it within 14 days, they must within 7 days inform the President or Vice President about the dispute in writing and attempt in good faith to settle the dispute by mediation.

(5) A mediator must be chosen within 7 days of the President or Vice President being informed and by agreement of those involved and where those involved do not agree the mediator shall be chosen by the President.

(6) The mediator must not have a personal interest in the dispute and must not be biased towards or against anyone involved in the dispute.

(7) When conducting the mediation, the mediator must:

- (a) allow those involved a reasonable chance to be heard; and
- (b) allow those involved a reasonable chance to review any written statements; and
- (c) ensure that those involved are given natural justice; and
- (d) not make a decision on the dispute.