Bribie and District Woodcrafters Association Incorporated

1. INTERPRETATION

In these rules

1 Act means the " Associations Incorporations Act 1981 " and subsequent Amendments

2 A word or expression that is not defined in the 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 the **Bribie and District Woodcrafters Association Incorporated** (in these rules called "the association")

3. OBJECTS

The objects for which the association is established are:-

3.1. To foster and promote an active interest in all matters relating to the history, development and technical/artistic expertise of working in wood with interested citizens within the Bribie District.

3.2. To encourage and promote contact with intra state, inter-state and overseas organisations with similar interests

3.3. To collect moneys for club activities and for the improvement of the association.

3.4. Where approved by the management committee, to raise moneys for charitable or research organisations or for community projects any of which will further the community standing of the association.

4. POWERS

4.1. The association has, in the exercise of its affairs, all the powers of an individual.

4.2. The association may, for example -

4.2.1. Enter into contracts; and

4.2.2. acquire, hold, deal with and dispose of property: and

4.2.3. make charges for services and facilities it supplies: and

4.2.4. do other things necessary or convenient to be done in carrying out its affairs

4.3. The association may take over the funds and other assets and liabilities of the present unincorporated association known as the "Bribie and District Woodcrafters Association".

4.4. The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

CLASSES OF MEMBERS

5. The membership of the association shall consist of ordinary members, and any of the following classes of members.

5.1.1. Associate members shall be members who subscribe to the Objects of the Association but are not active participants in operating the Association's tools and equipment;

5.1.2. Junior members (12 to 18 years) may obtain Junior membership on application and be considered for ordinary membership at 18 years of age and shall be required to subscribe to the objects of the Association and shall have no right to vote on any motion or resolution of the Association.

5.1.3. Honorary members granted such honorary membership by the management committee and shall not be required to pay a fee for such honorary membership but who shall not be capable of exercising a right to vote on any motion or resolution of the Association.

5.1.4. Honorary life members who are granted such honorary life membership on the recommendation of the management committee and endorsed by a majority vote of members at a general meeting and who shall not be required to pay any fee for such honorary life membership or any fee (if any) set by the management committee for annual membership of the association and who by virtue of such honorary life membership shall be entitled to vote on any motion or resolution of the Association.

5.2. The number of members in each class shall be unlimited.

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.

6.5. Any member who takes up the option of either a five (5) or ten (10) year membership paid in advance will have the balance refunded to his/her estate in the event of a member dying before the end of the nominated membership period. The cost of a five or ten year membership will be calculated as a multiple of a single year membership when the five or ten year membership is taken out.

7. ADMISSION AND REJECTION OF MEMBERS

7.1. At the next meeting of the management committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.

7.2. Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

7.3. Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

8. TERMINATION OF MEMBERSHIP

8.1. A member may resign from the Association at any time by giving notice in writing to the secretary.

8.2. 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.

8.3. If a member-

8.3.1. Is convicted of an indictable offence; or

8.3.2. fails to comply with any of the provisions of these rules; or

8.3.3. has membership fees in arrears for a period of 2 months or more; or

8.3.4. conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the association, the management committee shall consider whether the member's membership shall be terminated.

8.4. The member concerned shall be given a full and fair opportunity of presenting the member's case and if the management committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9.1. A person whose application for membership has been rejected or whose membership has been terminated, may within 1 month of receiving written notification thereof, lodge with the secretary written notice of the person's intention to appeal against the decision of the management committee.

9.2. Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within 3 months of the date of receipt by the secretary of any such notice, a general meeting to determine the appeal.

9.3. At any such meeting the applicant shall be given the opportunity to fully present his or her case and the management committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case

9.4. The appeal shall be determined by the vote of the members present at such meeting

9.5. Where a person whose application is rejected, does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

10.1. The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the association and the dates of their admission.

10.2. 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.

10.3. The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

10.4. 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 for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member in risk of harm.

10.5. 10.5 (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 of advertising for political, religious, charitable or commercial purposes;

(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.

10.5.2 Sub rule (1) does not apply if the use or disclosure of the Information is approved by the association.

11. SECRETARY

11.1. If a vacancy happens in the office of secretary, the members of the management committee must appoint or elect a secretary within 14 days after the vacancy happens.

11.2. The secretary must be an individual residing in the State who is

11.2.1. A member of the association elected by the association as secretary; or

11.2.2. a member of the association's management committee appointed by the committee as secretary; or

10.2.3 appointed by the management committee as secretary (whether or not the individual is a member of the association).

11.3. The management committee may appoint and remove the Secretary at any time.

11.4. The secretary's functions include, but are not limited to:-

(a) Calling meetings of the association, including preparing notices of motion of a meeting and of business to be conducted at the meeting in consultation with the President of the association; and
(b) keep minutes of each meeting; and
(c) keep copies of all correspondence and other documents relating to the association; and
(d) maintain the register of members of the association.
(e) the committee may appoint a Membership Officer to maintain the register of the members of the association

12. MEMBERSHIP OF MANAGEMENT COMMITTEE

12.1. The management committee of the association shall consist of a President, Vice president, Secretary, Treasurer, all of whom shall be members of the association, and such number of other members as the members of the association at any general meeting may from time to time elect or appoint with a limit of seven committee members other than the four executive members of President, Vice President, secretary, and Treasurer.

12.2. 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 provided that-

12.2.1. No office bearer may stand for re-election to the same position immediately after holding that position for three (3) years; and

12.2.2. any office bearer affected by the three (3) year limitation may stand for election to a different position; and

12.2.3. any office bearer affected by the three (3) year limitation may stand for re-election to the same position at the following Annual General Meeting after a minimum of twelve (12) months has elapsed; and

12.2.4. for the purposes of this sub-clause, "office bearer" shall constitute anyone of President, Vice President, Secretary and Treasurer.

12.3. The election of officers and other members of the Executive Committee shall take place in the following manner -

12.3.1. Any 2 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;

12.3.2. The nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be

lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place;

12.3.3. 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 meeting of the association for at least 7 days immediately preceding the annual general meeting;

12.3.4. 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;

12.3.5. 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.

13. RESIGNATION OR REMOVAL OR VACATION FROM OFFICE OF MEMBER OF MANAGEMENT COMMITTEE

13.1. 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 or such member may be removed from office at a general meeting of the association where that member shall be given the opportunity to fully present the members' case.

13.2. The question of removal or vacation shall be determined by the vote of the members present at such a general meeting.

13.3. There is no right of appeal against a members' removal from office under this section.

13.4. 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.

14. VACANCIES ON MANAGEMENT COMMITTEE

14.1. The management committee shall have 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.

14.2. 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 by or pursuant to these Rules as the necessary quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the Executive Committee to that number or of summoning a general meeting of the association, but for no other purpose.

15. FUNCTIONS OF THE MANAGEMENT COMMITTEE

15.1. Except as otherwise provided by these rules and subject to resolutions of the members of the association carried at any general meeting of the management committee-

15.1.1. Shall have the general control and management of the administration of the affairs, property and funds of the association; and

15.1.2. shall have authority to interpret the meaning of these rules and any matter relating to the association on which these rules are silent, but any interpretation must have regard to the Act, including any regulations made under the Act

15.2. The management committee may exercise all the powers of the association-

15.2.1. 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 any such securities;

15.2.2. To borrow money from members and to pay interest on the amounts borrowed 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

15.2.3. To invest in such a manner as the members of the association may from time to time determine.

15.3. For sub-section (2.2) the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by:-

15.3.1. The financial institution for the association: or

15.3.2. if there is more than 1 financial institution for the association - the financial institution nominated by the association.

16. MEETINGS OF MANAGEMENT COMMITTEE

16.1. The management committee shall meet at least once every 2 calendar months to exercise its functions.

16.2. The management committee must decide how a meeting is to be called.

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

16.4. 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.

16.5. At every meeting of the management committee a simple majority of a number equal to the number of members elected and/or appointed to the management committee as at the close of the last general meeting of the members, shall constitute a quorum.

16.6. Subject as previously provided in this section, the management committee may meet together and regulate its proceedings as it thinks fit.

16.7. However, questions arising at any meeting of the management committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

16.8. A member of the management committee shall not vote in respect of any contract or proposed contract with the association in which the member is interested, or any matter arising thereat, and if the member does so vote the member's vote shall not be counted.

16.9. Not less than 14 days notice shall be given by the secretary to members of the management committee of any special meeting of the management committee.

16.10. Such notice shall clearly state the nature of the business to be discussed thereat.

16.11. The president shall preside as chairperson at every meeting of the management committee, or if there is no president, or if at any meeting he or she is not present within 10 minutes after the time appoint for holding the meeting, the vice-president shall be the chairperson or if the vice-president is not present at the meeting then the members may choose 1 of their number to be chairperson of the meeting.

16.12. 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.

16.13. 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.

17. DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

17.1. The management committee may delegate any of its powers to a subcommittee consisting of such members of the association as the management committee thinks fit.

17.2. Any such 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

17.3. A sub-committee may elect a chairperson of its meetings.

17.4. If no such chairperson is elected, or if at any meeting the chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose 1 of their number to be chairperson of the meeting.

17.5. A sub-committee may meet and adjourn as it thinks proper.

17.6. 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.

17.7. Sub committees must have any and all moneys they want to spend approved by the general committee before the money is spent.

17.8. A sub-committee appointed for a special event (s) must meet within six (6) weeks of the end of such event (s) and forward a report in writing to the general committee on the success or otherwise of such event(s), including a full financial statement on moneys spent and any income received and also include suggestions for improving the running of such event(s) in the future

18. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

18.1. 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 aforesaid, or that the members of the management committee or any of them were disqualified, be as valid as if every person had been duly appointed and was qualified to be a member of the management committee.

19. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

19.1. 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.

19.2. Any such resolution may consist of several documents in like form, each signed by one or more members of the management committee

20. ANNUAL GENERAL MEETINGS

20.1. Each annual general meeting must be held:-

20.1.1. At least once each year; and

20.1.2. within 3 months after the end of the association's previous financial year.

21. BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

21.1. The following business must be transacted at every annual general meeting -

21.1.1. The receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities

affecting the property of the association for the last financial year;

21.1.2. The receiving of the auditor's report on the financial affairs of the association for the last financial year; the presenting of the audited statement of the meeting for adoption;

21.1.3. The election of members of the management committee; and

21.1.4. The appointment of an auditor.

22. SPECIAL GENERAL MEETING

22.1. The secretary shall convene a special general meeting by sending out notice of the meeting within 14 days of :-

22.1.1. Being directed to do so by the management committee; or

22.1.2. being given a requisition in writing signed by not less than one-third of the members presently in 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;

22.1.3. A requisition mentioned in subsection (1.2) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

23. QUORUM AT GENERAL MEETING

23.1. At any general meeting the number of members required to constitute a quorum shall be double the number of the members presently on the management committee plus 1.

23.2. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

23.3. For the purposes of this rule `member' includes a person attending as a proxy or as representing a corporation which is a member.

23.4. 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.

23.5. 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.

23.6. The chairperson 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.

23.7. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

23.8. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

24. NOTICE OF GENERAL MEETING

24.1. The secretary shall convene all general meetings of the association by giving not less that 14 days notice of any such meeting to the members of the association.

24.2. The manner by which such notice shall be given shall be determined by the management committee.

24.3. However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his or her membership by the Executive Committee, shall be given in writing.

24.4. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

25. PROCEDURE AT GENERAL MEETING

25.1. Unless otherwise provided by these Rules, at every general meeting-

25.1.1. The president shall preside as chairperson, or if there is no president, of if the president is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice - president shall be the chairperson or if the vice-president is not present or is unwilling to act then the members present shall elect 1 of their numbers to be chairperson of the meeting;

25.1.2. The chairperson shall maintain order and conduct the meeting in a proper and orderly manner;

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

25.1.4. Every member present shall be entitled to 1 vote and in the case of an equality of votes the chairperson shall have a second or casting vote; and

25.1.5. 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; and

25.1.6. The chairperson shall appoint 2 members to conduct the secret ballot in such manner as the chairperson shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting as which the ballot was demanded: and

25.1.7. 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 1 vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have 1 vote; and

25.1.8. The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his or her attorney duly authorised in writing or, if the appointor is a corporation, either under the seal or under the hand of an officer or attorney duly authorised; and

25.1.9. A proxy must be a member of the association; and

25.1.10. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; and

25.1.11. 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;

BRIBIE AND DISTRICT WOODCRAFTERS ASSOCIATION INCORPORATED

I_____ ___of_____

being a member of the above mentioned association, hereby appoint

_____ of_____ ,or

failing that member, _____ 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 _____, 19____.

Signature _____

This form is to be used *in favour of / *against the resolution.

*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit.);

25.1.12. 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 proposed to vote; and

25.1.13. 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.

25.2. For the purposes of ensuring that accuracy of the recording of such minutes; the minutes of every management committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting verifying their accuracy.

25.3. Similarly, the minutes of every general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting.

25.4. However, the minutes of any annual general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

26. BY-LAWS

26.1. The management committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association and any by-law may be set aside by a general meeting of members.

27. ALTERATION OF RULES

27.1. Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

27.2. However an amendment, rescission or addition is valid only if it is registered by the chief executive.

28. COMMON SEAL

28.1. The management committee shall provide for a common seal and for its safe custody.

28.2. 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 countersigned by the secretary or by a second member of the management committee or by some other person appointed by the management committee for that. purpose.

29. FUNDS AND ACCOUNTS

29.1. The funds of the association shall be banked in the name of the association in a financial institution decided by the management committee.

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

29.3. All moneys shall be deposited as soon as practicable after receipt thereof.

29.4. All accounts of $100 or over shall be paid by cheque or direct deposit into payee(s) bank account(s), cheques to be signed and direct deposits authorised by persons nominated by the committee.

29.5. Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupments which may be open.

29.6. The management committee shall determine the amount of petty cash which shall be kept on the imprest system.

29.7. All expenditure shall be approved or ratified at a management committee meeting.

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

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

29.8.2. the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.

29.9. If the association is incorporated within 3 months of the end of the association's financial year, subsection (8) does not apply for the financial year the association is incorporated

29.10. The auditor must examine the statement prepared under subsection (8) and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.

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

30. **DOCUMENTS**

30.1. The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the association.

31. **FINANCIAL YEAR**

31.1. The financial year of the association shall close on 31 December in each year

32. **DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

32.1. This section applies to if the Association is wound up under part 10 of the Act and there are a surplus assets.

32.2. The surplus assets must not be distributed among the members but must be given to another entity:-

32.3. that has objects similar to the association's objects; and

32.4. the rules of which prohibit the distribution of the entity's income and assets to its members.

32.5. In this section "surplus assets" has the meaning given by section 92 (3) of the Act.