

ASSOCIATIONS INCORPORATION ACT 1981

CONSTITUTION
OF THE
QUEENSLAND AMBULANCE SERVICE
LEGACY SCHEME INCORPORATED

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A. THE ASSOCIATION

1. NAME

- (a) The name of the incorporated association is 'Queensland Ambulance Legacy Scheme Inc.'.

2. OBJECTS

- (a) The objects of the association are:
- (i) to render aid, assistance and benefits to Legatees and Wards and to any Member suffering an incurable and/or terminal disease;
 - (ii) to raise funds for the purpose of affording such aid, assistance and/or benefits;
 - (iii) to give any guarantee and/or indemnity which may seem expedient in respect of the Association or the Objects;
 - (iv) to take any gift of property, whether subject to any special trust or note, for any one or more of the Objects;
 - (v) to purchase, sell, manage, lease, mortgage, dispose or, or otherwise deal with all or any part of the property of the Association and, should any such property be subject to any trust, the Association will only deal with the same in such manner as is allowable by law, having regard to such trusts;
 - (vi) to borrow and raise money for the purposes of the Association in such manner as the Board may think fit;
 - (vii) to lend or invest any monies of the Association, not immediately required for any of the Objects, in such manner as may from time to time be determined by the Board;
 - (viii) within the ambit of the Objects, spend monies for the specific purpose for which the same was received; and
 - (ix) the doing of all such other acts and things as are conducive or incidental to the Objects.

3. POWERS

- (a) The Association has:
- (i) the legal capacity and powers of an incorporated body; and
 - (ii) the powers of an individual.
- (b) The Association may do all things necessary, incidental or conducive to attaining the Objects.
- (c) The Association may only:
- (i) exercise its powers; and
 - (ii) use its income, assets and profit,
- for the Objects.

B. INTERPRETATION

4. DEFINITIONS

- (a) In these rules the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Act	<i>Associations Incorporation Act 1981 (Qld)</i>
Association	Queensland Ambulance Legacy Scheme Inc.
Board	the management committee of the Association under rule 15
Board Member	the office of: <ul style="list-style-type: none"> • Board Member (odd); and • Board Member (even)
Community Member	a member accepted into the class of membership under rule 6(a)(iii)
Election Procedure Rules	the rules provided for in Schedule 1
Eligible Employee	an employee of the Queensland Ambulance Service
Financial Year	the year commencing 1 July in one year and ending 30 June in the succeeding year
Incurable and/or Terminal Illness	a medical condition, which in the opinion of the Board, having regard to available medical and other evidence, has placed the member in necessitous circumstances
Legatee	spouse or partner of a deceased Member
Life Member	a member granted life membership under rule 9
Member	a member that is a Serving Member or Retired Member
Membership Rights	the rights and privileges of membership under sub-rule 7(a)
Minute Book	the book containing the minutes of the general meetings of the Association under rule 32
Objects	the objects of the Association under rule 2
Office	the office of: <ul style="list-style-type: none"> • President; • Vice President; • Secretary; • Treasurer; and • Board Member
Officer	a person holding an office
QAS	the Queensland Ambulance Service, as established under the <i>Ambulance Service Act 1991 (Qld)</i>

Register of Members	the register of members required to be kept in accordance with rule 13
Retired Member	a Retired Officer accepted as a member under these rules
Retired Officer	a: <ul style="list-style-type: none"> • former Eligible Employee with at least five (5) years of service (in total) with the QAS, provided such person was not dismissed from the QAS for disciplinary reasons; and • former Eligible Employee (other than those covered above) who, in the reasonable opinion of the Board, the Association ought to provide assistance to their Legatees and Wards
Serving Member	an Eligible Employee accepted as a member under these rules
Special Resolution	a resolution passed by 75% of those who are present and entitled to vote on the resolution
Step-Child	a child who is: <ul style="list-style-type: none"> • not a biological child of a Member; and • is a child of a Legatee
Support Member	a member accepted into the class of membership under rule 6(a)(iv)
Ward	the child of a deceased Member, including an adopted child, a Step-Child and/or a relative or other child who is solely dependent on the Member and/or a Legatee for support

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

5. INTERPRETATION

- (a) Unless the context or subject matter otherwise requires, in these rules:
- (i) singular words include the plural and vice versa;
 - (ii) any gender includes every gender;
 - (iii) rule is a reference to a rule of these rules;
 - (iv) sub-rule means a sub-rule of the rule in which the reference to the sub-rule is made;
 - (v) paragraph means a paragraph of the sub-rule in which the reference to the paragraph is made;
 - (vi) sub-paragraph means a sub-paragraph of the paragraph in which the reference to the sub-paragraph is made;
 - (vii) schedule is a reference to a schedule to, and which forms part of, these rules;

- (viii) persons include a natural person, corporations, trusts, associations, partnerships, government authorities, and other legal entities, and where necessary, include successors and assigns;
- (ix) writing includes printing, typing, facsimile and other means of representing or reproducing words, figures, drawings or symbols in a visible and tangible or electronic form, in English;
- (x) signature and signing mean the execution of a document by a person, corporation or other relevant entity and include signing by an agent or attorney or representative (if a body corporate);
- (xi) months mean calendar months;
- (xii) statutes include statutes amending, consolidating or replacing the statutes referred to and all regulations, orders-in-council, rules, by-laws and ordinances made under those statutes;
- (xiii) sections of statutes or terms defined in statutes refer to corresponding sections or defined terms in amended, consolidated or replacement statutes;
- (xiv) an agreement or document means that agreement or document as amended, novated or supplemented;
- (xv) a party includes that party's executors, administrators, substitutes, successors and assigns;
- (xvi) sell or sold includes transfer, lease, assign, grant options and/or any other form of disposing of or creating an interest in the thing being considered and buy or purchase will be interpreted correspondingly;
- (xvii) headings and the table of contents are for convenience only and will be disregarded in the interpretation of these rules;
- (xviii) where a word or phrase is given a defined meaning, another grammatical form of that word or phrase in these rules has a corresponding meaning;
- (xix) each paragraph or sub-paragraph in a list is to be read independently from the others in the list;
- (xx) where the day prescribed by these rules for the doing of anything falls on a Saturday or a Sunday or on a day which is a public holiday in the place in which the thing is to be or may be done, the thing may be done on the first day following which is not a Saturday, Sunday or a public holiday in that place;
- (xxi) where the last day of any period prescribed, or allowed by these rules for the doing of anything falls on a Saturday or a Sunday or on a day which is a public holiday in the place in which the thing is to be or may be done, the thing may be done on the first day following which is not a Saturday, Sunday or a public holiday in that place; and
- (xxii) where a rule provides for the giving of a period of notice then time runs from when the notice is provided under these rules and expires at the conclusion of the respective period.

C. MEMBERSHIP AND CESSATION OF MEMBERSHIP

6. MEMBERSHIP

- (a) The membership of the Association will be divided into the following classes of membership:
 - (i) Serving Member, being those persons who are Eligible Employees;

- (ii) Retired Member, being those persons who are Retired Officers;
 - (iii) Community Member, being those persons who have an active interest in the Association;
 - (iv) Supporter Member, being those organisations which the Board, in its absolute discretion, considers:
 - (A) to be a fit and proper body;
 - (B) that it has agreed to abide by these rules;
 - (C) that it has agreed to support and facilitate the achieving of the Association's objectives; and
 - (D) is not a member, or is not associated with, any other entity, body or association, incorporated or not incorporated, where to be a member or be associated may be in conflict with the Association; and
 - (v) Life Member, being a person conferred with life membership in accordance with these rules.
- (b) The number of persons in any class of membership is unlimited, provided that total number of persons in any class of membership may be limited by a determination of the Board.

7. PRIVLEDGES OF MEMBERSHIP

- (a) Subject to this rule, a member may, if financial, enjoy the following rights and privileges of membership, to:
- (i) attend any general meeting of the Association;
 - (ii) propose or second a motion for a general meeting of the Association;
 - (iii) speak to a motion before a general meeting of the Association;
 - (iv) vote on any motion at any general meeting of the Association;
 - (v) vote on the election of a member to life membership;
 - (vi) nominate a candidate for Office;
 - (vii) subject to these rules, nominate for, or hold, an Office;
 - (viii) if a candidate in an election for an Office appoint a scrutineer;
 - (ix) vote in any ballot for elections for an Office;
 - (x) vote in any plebiscite of members;
 - (xi) inspect the Register of Members;
 - (xii) inspect the Minute Book;
 - (xiii) requisition a Special General Meeting;
 - (xiv) receive the Association's publications; and
 - (xv) access the Association's services,
- (b) The classes of membership will be afforded the rights of Voting Members or Restricted Members and, subject to these rules, a:
- (i) Voting Member has all Membership Rights; and
 - (ii) Restricted Member has, subject to sub-rule (c), all Membership Rights other than the right to:

- (A) vote at a general meeting under sub-rule (a)(iv);
 - (B) nominate a candidate for Office under sub-rule (a)(vi);
 - (C) nominate for, or hold, an Office under sub-rule (a)(vii); and
 - (D) vote in any ballot for election of the Board under sub-rule (a)(ix).
- (c) Despite sub-rule (b)(ii), a Community Member may nominate for, and hold, the office of Community Board Member (odd).
- (d) Classes of membership afforded the rights of Voting Members are restricted to Eligible Employees and Retired Officers.
- (e) The class of membership set out in Column A are afforded the rights set out immediately opposite in Column B:

A	B
Serving Member	Voting Member
Retired Member	Voting Member
Community Member	Restricted Member
Supporter Member	Restricted Member
Life Member	Restricted Member

- (f) Despite sub-rule (e), where a member, who is a Serving Member or a Retired Member, is also appointed as a Life Member they are entitled to the rights of membership of, respectively, a Serving Member or Retired Member.

8. APPLICATIONS TO MEMBERSHIP

- (a) An application for membership must be:
- (i) in writing;
 - (ii) signed by the applicant; and
 - (iii) in the form decided by the Board.
- (b) The Association may, despite sub-rule (a), publish and accept, applications for membership by means of the internet, and in relation to any applications received by means of the internet the provisions of the *Electronic Transactions (Queensland) Act 2001* (Qld) apply and an applicant for membership will be taken to have signed the application form if the requirements of section 14 of the *Electronic Transactions (Queensland) Act 2001* (Qld) are met.
- (c) The Secretary, despite sub-rules (a) and (b), may:
- (i) waive the completion of the application form by an applicant;
 - (ii) accept an application that is in some other form; or
 - (iii) accept applications that are made by phone.
- (d) The Secretary must ensure that, as soon as possible after the person applies to become a member, and before the Executive considers the persons application, the person is advised:
- (i) whether or not the Association has public liability insurance; and
 - (ii) if the Association has public liability insurance—the amount of the insurance.

- (e) The Executive, at its next meeting following an application being made, or a person authorised by the Executive must determine whether to accept or reject the application.
- (f) Subject to sub-rule (h), an application is accepted, and the applicant is admitted to membership, from the date of acceptance under sub-rule (e).
- (g) The Secretary must, as soon as practicable after an application is accepted, give the applicant notice of the decision.
- (h) An applicant does not become a member until their membership application is accepted in accordance with this rule and they have paid the membership fee.

9. LIFE MEMBERSHIP

- (a) A Member may nominate to the Board another Member, who the nominating Member believes meets the qualifications provided by these rules, to be considered for appointment as a life member.
- (b) On receipt of a nomination in accordance with sub-rule (a) the Board will take, without limitation, the following matters into account before making a recommendation for appointment to life membership in general meeting:
 - (i) years of membership - at least 15 years (cumulative);
 - (ii) service on the management committee - at least 5 years;
 - (iii) ongoing support for the Association - enrolling members, attending events, participating at events by presenting and helping out with the running of events;
 - (iv) demonstrating commitment; and/or
 - (v) holding an executive position on the management committee.
- (c) Life Members may be approved by a general meeting, following the recommendation of the Board.
- (d) The recommendation of the Board will be included in the notice to members of the general meeting and form part of the agenda of that meeting.

10. MEMBERSHIP FEE

- (a) The membership fee is the fee paid for membership of the Association for the period of the financial year.
- (b) The membership fee for each class of membership is, subject to this rule, the amount determined by the Board, provided that a Life Member does not have to pay a membership fee and will, for the purposes of these rules, be considered to be a financial member.
- (c) The amount of the membership fee may, subject to this rule, vary as between classes, or within classes, of membership required to pay a membership fee.
- (d) The membership fee is due and payable in advance on the date determined by the Board, provided that the Board may determine either generally, or in any particular case, that the membership fee is to be payable by instalments at the times as are specified by the Board.
- (e) If the Board considers that there is hardship or other extenuating circumstances applicable, it may in its absolute discretion, waive the payment of the membership fee or reduce the amount of the membership fee to be paid by a member.
- (f) A member whose fees are waived under sub-rule (e) is a financial member, of the class of membership to which they are admitted, for the period for which the waiver is in force.

11. CESSATION OF MEMBERSHIP

- (a) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- (b) The resignation takes effect at:
 - (i) the time the notice is received by the Secretary; or
 - (ii) if a later time is stated in the notice, the later time.
- (c) The Board may terminate the membership of a member if they:
 - (i) are convicted of an indictable offence;
 - (ii) do not comply with any of the provisions of these rules;
 - (iii) have membership fees in arrears for at least two (2) months;
 - (iv) conduct themselves in a way considered to be injurious or prejudicial to the character or interests of the Association; or
 - (v) are separated from service for disciplinary reasons in accordance with the *Ambulance Service Act 1991* (Qld).
- (d) The Board must, prior to termination under sub-rule (c), give the member a full and fair opportunity to show cause as to why the membership should not be terminated.
- (e) If, after considering all representations made by the member, the Board decides to terminate the membership, the Secretary must give the member notice of the decision.

12. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (a) A person may give the Secretary written notice of the person's intention to appeal against the decision by the Board to:
 - (i) reject their application for membership made under rule 8(e); or
 - (ii) terminated their membership under rule 11(c).
- (b) A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives notice of the decision set out in sub-rule (a).
- (c) If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a general meeting to decide the appeal.
- (d) The general meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal.
- (e) At the general meeting:
 - (i) the person appealing must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated; and
 - (ii) the Board must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (f) An appeal must be decided by a majority vote of the Members present and eligible to vote at the general meeting.
- (g) If a person whose application for membership has been rejected does not appeal against the decision within one (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

- (a) The Board must keep a register of members of the Association.
- (b) The Register of Members must include the following particulars for each member:
 - (i) the full name of the member;
 - (ii) the postal or residential address of the member;
 - (iii) the date of admission as a member;
 - (iv) the class of membership of a member;
 - (v) the date of death or time of resignation of the member;
 - (vi) details about the termination or reinstatement of membership;
 - (vii) any other particulars the Board determines.
- (c) The Register of Members must be open for inspection by Members at reasonable times.
- (d) A Member must contact the Secretary to arrange an inspection of the Register of Members.
- (e) The Board may, on the application of a member, withhold information about the member (other than the member's full name) from the Register of Members available for inspection if the Board has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- (a) A Member must not:
 - (i) use information obtained from the Register of Members to contact, or send material to, another member for the purpose of advertising for political, religious, charitable or commercial purposes; and/or
 - (ii) disclose information obtained from the Register of Members to someone else, knowing that the information is likely to be used to contact, or send material to, another member for the purpose of advertising for political, religious, charitable or commercial purposes.
- (b) Sub-rule (a) does not apply if the use or disclosure of the information is approved by the Board.

D. GOVERNING BODIES

15. THE BOARD

- (a) The Board will consist of the following officers with members of the Board to be elected each year for a two (2) year term on an even year/odd year basis as follows:
 - (i) the President – even year;
 - (ii) the Vice President – odd year;
 - (iii) the Treasurer – even year;
 - (iv) the Secretary – odd year;
 - (v) two (2) Board Members (odd) – odd year;
 - (vi) one (1) Community Board Member (odd); and
 - (vii) three (3) Board Members (even) – even year.
- (b) Subject to these rules, a member of the Board must be a Member.

- (c) A maximum of two family members may serve on the Board at one time.
- (d) All members of the Board have voting rights.

16. POWERS AND FUNCTIONS OF THE BOARD

- (a) The Board, subject to these rules or a resolution of the Members carried at a general meeting, has the general control and management of the administration of the affairs, property and funds of the Association.
- (b) The Board may exercise all of the powers of the Association and, without any limitation to any other power provide by these rules, the Board:
 - (i) has the authority to interpret these rules subject to the law;
 - (ii) may delegate any of its powers, other than this power to delegate, to a Sub-Committee as the Board considers appropriate and may place conditions on any delegation; and
 - (iii) may make, amend or repeal Admin Regulations not inconsistent with these rules, for the management of the Association.
- (c) Without limitation to sub-rules (a) and (b), the Board may at its discretion:
 - (i) consider and make decisions regarding such applications as may be made for aid, assistance and benefits by, or on behalf of, any Member, Legatee or Ward, taking into account all factors it considers relevant to the application in question; and
 - (ii) approve an Admin Regulation providing for eligibility criteria, processes and forms for the making of applications for aid, assistance and benefits,provided that such decisions be made in such a way to ensure the ongoing financial viability of the Association.

17. THE EXECUTIVE

- (a) The affairs of the Association will, between meetings of the Board, be administered by the Executive.
- (b) The Executive is comprised of the:
 - (i) President;
 - (ii) Vice-President;
 - (iii) Secretary; and
 - (iv) Treasurer.
- (c) All members of the Executive have voting rights.
- (d) A member of the Executive, other than a Secretary appointed by the Board under rule 41(a)(ii)(C), who ceases to be a financial member of the Association also ceases to be a member of the Executive.

18. POWERS AND FUNCTIONS OF THE EXECUTIVE

- (a) The Executive may, between meetings of the Board, exercise all the powers of the Association as provided for in these rules.
- (b) A decision of the Executive is subject to review by the Board at the next meeting.

E. MEETINGS OF A GOVERNING BODY

19. ORDINARY MEETING OF A GOVERNING BODY

- (a) For the purpose of this rule, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Governing Body	the: <ul style="list-style-type: none"> • Board; and/or • Executive
Ordinary Meeting	a programmed meeting of a Governing Body that is not a special meeting under rule 20 or an out of session meeting under rule 21

- (b) Subject to this rule, a Governing Body may meet and conduct its proceedings as it considers appropriate.
- (c) Meetings of a Governing Body will be held as often as may be necessary for properly managing the affairs of the Association, provided that an Ordinary Meeting of a Governing Body must be held for the Governing Body set out in column C on at least the number of occasions set out opposite in column D:

C	D
Board	one (1) every four (4) months
Executive	one (1) every month

- (d) A Governing Body must decide how a meeting is to be called.
- (e) Notice of a meeting is to be given in the way decided by the Governing Body.
- (f) The Governing Body may hold an Ordinary Meeting, or permit a member of the Governing Body to take part in an Ordinary Meeting, by using any technology that reasonably allows the members to hear and take part in discussions as they happen.
- (g) A member of the Governing Body who participates in the Ordinary Meeting as mentioned in sub-rule (f) is taken to be present at the Ordinary Meeting.
- (h) A question arising at an Ordinary Meeting is to be decided by a majority vote of members of the Governing Body present at the meeting and, if the votes are equal, the question is decided in the negative.
- (i) A member of the Governing Body 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 members vote must not be counted.
- (j) The President is to preside as chairperson at an Ordinary Meeting.
- (k) If there is no President or if the President is not present within 10 minutes after the time fixed for an Ordinary Meeting, or if present is not willing to act, then the Vice-President will be chair or if the Vice-President is not present at the Ordinary Meeting, or if present is not willing to act, then the members of the Governing Body may choose one (1) of their number to be chair of the Ordinary Meeting and any such person will whilst so acting have, for the purposes of conducting the meeting, the authority and power of the President.
- (l) A quorum for an Ordinary Meeting will be a simple majority of the members of the Governing Body.

- (m) If there is no quorum within 30 minutes from the time fixed for the commencement of an Ordinary Meeting it will 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 Governing Body may determine, and if at the adjourned meeting a quorum is not present within 30 minutes from the time fixed for the commencement those in attendance will form quorum.

20. SPECIAL MEETING OF A GOVERNING BODY

- (a) For the purpose of this rule, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Governing Body	the: <ul style="list-style-type: none"> • Board; and/or • Executive
Special Meeting	a programmed meeting of a Governing Body that is not an ordinary meeting under rule 19 or an out of session meeting under rule 21

- (b) Upon receipt of a written request signed by at least one third (1/3) of the members of the Governing Body, the Secretary must call a Special Meeting by giving each member of the Governing Body notice of the meeting within 14 days after the Secretary receives the request.
- (c) If the Secretary is unable or unwilling to call the Special Meeting, the President must call the meeting.
- (d) A request for a Special Meeting must state:
- (i) why the special meeting is called; and
 - (ii) the business to be conducted at the meeting.
- (e) A notice of a Special Meeting must state:
- (i) the day, time and place of the meeting; and
 - (ii) the business to be conducted at the meeting.
- (f) A Special Meeting must be held within 14 days after notice of the meeting is given to the members of the Governing Body.
- (g) The Governing Body may hold a Special Meeting, or permit a member of the Governing Body to take part in the Special Meeting, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (h) A member of the Governing Body who participates in the Special Meeting as mentioned in sub-rule (g) is taken to be present at the Special Meeting.
- (i) A question arising at a Special Meeting is to be decided by a majority vote of members of the Governing Body present at the meeting and, if the votes are equal, the question is decided in the negative.
- (j) A member of the Governing Body 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 members vote must not be counted.
- (k) The President is to preside as chairperson at a Special Meeting.
- (l) If there is no President or if the President is not present within 10 minutes after the time fixed for a Special Meeting, or if present is not willing to act, then the Vice-President will be chair or if the Vice-President is not present at the Special Meeting, or if present is not willing to act, then

the members of the Governing Body may choose one (1) of their number to be chair of the Special Meeting and any such person will whilst so acting have, for the purposes of conducting the meeting, the authority and power of the President.

- (m) A quorum for a Special Meeting will be a simple majority of the members of the Governing Body.
- (n) If there is no quorum within 30 minutes from the time fixed for the commencement of a Special Meeting the meeting will lapse.

21. OUT OF SESSION BALLOTS OF A GOVERNING BODY

- (a) For the purpose of this rule, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Governing Body	the: <ul style="list-style-type: none"> • Board; and/or • Executive

- (b) An out of session ballot of a Governing Body may be conducted where the President or the Secretary considers that a matter needs to be dealt with expeditiously by a ballot of that Governing Body.
- (c) An out of session ballot of a Governing Body is to be conducted by the means of post, email, text message and/or by such other electronic or telegraphic means as may be available.
- (d) Where an out of session ballot of a Governing Body is conducted:
 - (i) the Secretary will determine a time limit within which the ballots must be received, but which is no less than 7 days, provided that the Secretary may determine a shorter time limit for e-mail/text message/electronic ballots;
 - (ii) a majority of the members of the Governing Body entitled to vote and so voting in the time limited under paragraph (i), will constitute a quorum;
 - (iii) decisions will be by simple majority of the votes cast; and
 - (iv) in any such ballot no votes can be cast by proxy.

22. RESOLUTIONS WITHOUT A MEETING OF A GOVERNING BODY

- (a) For the purpose of this rule, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Governing Body	the: <ul style="list-style-type: none"> • Board; and/or • Executive

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

23. MINUTES OF MEETINGS OF A GOVERNING BODY

- (a) For the purpose of this rule, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Governing Body	the: <ul style="list-style-type: none"> • Board; and/or • Executive

- (b) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each meeting of a Governing Body is entered in a minute book.
- (c) To ensure the accuracy of the minutes, the minutes of each meeting of a Governing Body must be signed by the chairperson of the meeting, or the chairperson of the next meeting of a Governing Body, verifying their accuracy.

24. MEETING PROCEDURE

- (a) For the purpose of this rule, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Governing Body	the: <ul style="list-style-type: none"> • Board; and/or • Executive

- (b) The standing order for a meeting of a Governing Body, unless the meeting determines to adopt a different order, is:
- (i) attendance and apologies;
 - (ii) minutes;
 - (iii) business arising out of the minutes;
 - (iv) correspondence;
 - (v) financial statements and accounts;
 - (vi) reports;
 - (vii) business as notified; and
 - (viii) general business on notice.
- (c) Despite sub-rule (b), the standing order for a Special Meeting of a Governing Body is:
- (i) attendance and apologies; and
 - (ii) business as notified.
- (d) The rules of debate set out in Schedule 2 will be adhered to as far as practicable at all meetings of a Governing Body.

F. GENERAL MEETINGS OF THE ASSOCIATION

25. ANNUAL GENERAL MEETING

- (a) The Annual General Meeting will be held within six (6) months of the close of the financial year.
- (b) The business to be transacted at every Annual General Meeting is:
- (i) the receiving of the President's report and a financial report which will include statements of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;

- (ii) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (iii) the declaration of the election of members to the Board;
 - (iv) the appointment of the auditor;
 - (v) the appointment of the Returning Officer; and
 - (vi) motions on notice.
- (c) The Secretary will give 28 days' notice of the Annual General Meeting.

26. SPECIAL GENERAL MEETING

- (a) All general meetings of the Association other than the Annual General Meeting are Special General Meetings and will be held:
- (i) when directed by the Board; or
 - (ii) when a requisition in writing signed by not less than 15% of the Members is received by the Secretary, provided that the requisition must clearly state:
 - (A) the reasons why the Special General Meeting is being convened;
 - (B) the nature of the business to be dealt with at the meeting; and
 - (C) whether the Secretary has been given a notice in writing of an intention to:
 - (I) appeal against the decision of the Board to reject an application for membership;
 - (II) terminate the membership of a Member; or
 - (III) contest a requisition to remove a member of the Board from office.

27. NOTICE OF GENERAL MEETING

- (a) The Secretary may call a general meeting of the Association.
- (b) The Secretary must, subject to these rules, give at least 14 days' notice of the meeting to each Member.
- (c) If the Secretary is unable or unwilling to call the meeting, the President or another member of the Executive must call the meeting.
- (d) The Board may decide the way in which the notice must be given.
- (e) However, notice of the following meetings must be given in writing:
- (i) a meeting called to hear and decide the appeal of a person against the Board's decision:
 - (A) to reject the person's application for membership of the Association; or
 - (B) to terminate the person's membership of the Association;
 - (ii) a meeting called to determine whether a member of the Board should be removed from office; and
 - (iii) a meeting called to hear and decide a proposed Special Resolution of the Association.
- (f) A notice of a general meeting must state the business to be conducted at the meeting.

28. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETINGS

- (a) The quorum for a general meeting is the number of members elected or appointed to the Board at the close of the Association's last general meeting plus one (1).
- (b) No business may be conducted at a general meeting unless there is a quorum when the meeting proceeds to business.
- (c) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Board or the Members, the meeting lapses.
- (d) 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 Board or the Members:
 - (i) the meeting is to be adjourned for at least 7 days; and
 - (ii) the Board is to decide the day, time and place of the adjourned meeting.
- (e) 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.
- (f) If a meeting is adjourned under sub-rule (e), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (g) 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.
- (h) 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.

29. PROCEDURE AT GENERAL MEETING

- (a) Members may take part and vote in a general meeting in person or by using any technology, if reasonably available, that reasonably allows the members to hear and take part in discussions as they happen.
- (b) A Member who participates in a meeting as provided for in sub-rule (a) is taken to be present at the meeting, and so there can be no doubt, is counted for the purposes of quorum.
- (c) At each general meeting:
 - (i) the President is to preside as chairperson;
 - (ii) 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 Vice-President will chair the meeting or if the Vice-President is not present, or if present is not willing to act, the Members present must elect one (1) of their number to be chairperson of the meeting; and
 - (iii) the chairperson must conduct the meeting in a proper and orderly way.

30. VOTING AT GENERAL MEETING

- (a) At a general meeting, each question, matter or resolution, other than a Special Resolution, must be determined by a majority of votes of the Members present.
- (b) Each Member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (c) The method of voting is, subject to sub-rule (d), to be determined by the Board.
- (d) If at least 20% of the Members present demand a secret ballot, voting must be by secret ballot.

- (e) If a secret ballot is held, the chairperson must appoint two (2) Members to conduct the secret ballot in the way the chairperson decides.
- (f) 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.

31. PROXIES

- (a) The Association does not allow proxy voting.

32. MINUTES OF GENERAL MEETING

- (a) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in the Minute Book.
- (b) To ensure the accuracy of the minutes:
 - (i) 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
 - (ii) 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.
- (c) If requested by a Member, and subject to these rules, the Secretary must, within 28 days after the request is made:
 - (i) make the Minute Book for a particular general meeting available for inspection by the Member at a mutually agreed time and place; and
 - (ii) give the Member copies of the minutes of the meeting.
- (d) The Association may require the Member to pay the reasonable costs of providing copies of the minutes.

G. SUB-COMMITTEES

33. APPOINTMENT OF SUB-COMMITTEES

- (a) The Board may establish a Sub-Committee to help with the conduct of the Association's operations.
- (b) The Board will determine the members of the Board (if any) who will comprise a Sub-Committee.
- (c) Sub-rule (b) does not prevent the Board from appointing a Member, with the Member's consent, to a Sub-Committee.
- (d) A member of a Sub-Committee who is not a member of the Board is not entitled to vote at a meeting of the Board.

34. FUNCTIONS OF SUB-COMMITTEES

- (a) A Sub-Committee can only consider the matters referred to it by the Board or the Executive.
- (b) A determination of a Sub-Committee does not bind the Association and is recommendatory only.
- (c) A Sub-Committee may elect a chairperson of its meetings.
- (d) The Board will, by Admin Regulation and subject to these rules, determine in relation to a Sub-Committee how:

- (i) frequently it will meet;
- (ii) it will meet;
- (iii) it will be chaired;
- (iv) it will conduct its business
- (v) it will be resourced;
- (vi) it will report; and
- (vii) often it will report.

H. OFFICERS

35. PRESIDENT

- (a) The President will:
 - (i) exercise a watching brief over the whole of the administration of the Association;
 - (ii) be responsible, and accountable, for the good order and discipline of the members of the Board;
 - (iii) if present, preside at all meetings; and
 - (iv) report all Executive meetings and decisions made by the Executive to the next Board meeting.

36. VICE-PRESIDENT

- (a) The Vice-President will act for the President if the President is absent.
- (b) The Vice-President will support the President to fulfil the Objects.

37. SECRETARY

- (a) The Secretary's functions include, but are not limited to:
 - (i) 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;
 - (ii) keeping minutes of each meeting;
 - (iii) keeping copies of all correspondence and other documents relating to the Association;
 - (iv) maintaining the Register of Members;
 - (v) the preparation and presentation of reports to the Board, and to Executive meeting of the Association;
 - (vi) the issuing and receipt of correspondence between the Association and other persons;
 - (vii) administering the Association;
 - (viii) managing and co-ordinating in conjunction with the President the activities of the employees, contractors and/or agents to, or of, the Association;
 - (ix) ensuring records of the minutes of general meetings of the Association, the Board meetings and the Executive meetings are maintained;
 - (x) ensuring that notices of meetings are forwarded in accordance with the provisions of these rules; and

- (xi) any other duties as may be provided by these rules or as may be directed by the Board or a general meeting.
- (b) The Secretary will implement the Association's policies and decisions.
- (c) The Board will appoint a person to act as its Secretary during any period when the Secretary is absent from duty or cannot, for another reason, perform the duties of the Secretary.

38. TREASURER

- (a) The Treasurer will be responsible for and will cause records to be kept of all receipts and payments and other financial transactions.
- (b) The Treasurer will cause to be prepared financial budgets and statements.
- (c) The Treasurer will, on at least a quarterly basis or as requested by the Board, submit a report on the finances of the Association to the Board.
- (d) As soon as practicable after the close of the financial year the Treasurer will cause to be prepared a statement containing the particulars of:
 - (i) the income and expenditure of the Association for the financial year just ended; and
 - (ii) the assets and liabilities of the Association and the mortgages, charges and securities affecting the property of the Association at the close of the financial year just ended.

I. ELECTIONS OF THE ASSOCIATION

39. RETURNING OFFICER

- (a) The Annual General Meeting must appoint a Returning Officer and if the Returning Officer resigns, or is removed, then the Board will promptly appoint a replacement Returning Officer who will act until replaced in accordance with these rules.
- (b) The Returning Officer must be a person of appropriate skill and experience in relation to the conduct of ballots and must not be a candidate in, nominate a candidate for or vote in the election.
- (c) The Returning Officer, with the approval of the Executive, may appoint as many assistants as the Returning Officer deems necessary for the conduct of any ballot.

40. ELECTING THE BOARD

- (a) The members of the Board can only be elected in accordance with this rule.
- (b) The term of office for members of the Management Committee is two (2) years.
- (c) At each Annual General Meeting, the members of the Board whose two (2) year term has expired must in accordance with these rules retire from office, but are eligible, on nomination, for re-election.
- (d) Half-committee elections for the Board will occur annually, in rotation, in alternating years, commencing in 2023.
- (e) To be eligible to nominate as a candidate for the Board a person must:
 - (i) be a Member at the close of nominations;
 - (ii) be at least 18 years of age;
 - (iii) not be an undischarged bankrupt or if a corporate member subject to winding-up;

- (iv) not have been convicted of an indictable criminal offence or sentenced to imprisonment;
 - (v) not be a member, employee, director or agent of any other entity, body or Association, incorporated or not incorporated, that operates in competition with the Association;
 - (vi) not be of unsound mind or liable to be dealt with in any way under the law relating to mental health; and
 - (vii) not be otherwise ineligible to be elected as a member under section 61A of the Act.
- (f) A member of the Board may be elected in accordance with the Election Procedure Rules.
 - (g) Despite sub-rule (f), the Board may determine, where it is practicable to do so, to direct the Returning Officer to conduct a ballot under these rules utilising an electronic balloting system via an appropriate electronic/email platform.
 - (h) The Board must ensure that, before a candidate is elected as a member of the Board, the candidate is advised:
 - (i) whether or not the Association has public liability insurance; and
 - (ii) if the association has public liability insurance—the amount of the insurance.
 - (i) Candidates elected to office will hold office, subject to these rules, from the declaration of the election at the Annual General Meeting until their respective successors are formally declared elected at the next election relevantly held.

41. ELECTION/APPOINTMENT OF SECRETARY

- (a) The Secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, and who is either:
 - (i) a Member elected by the Association as Secretary; or
 - (ii) a person appointed by the Board who is:
 - (A) a member of the Board;
 - (B) another Member; or
 - (C) another person.
- (b) If a vacancy happens in the office of Secretary, the Board must ensure a Secretary is appointed or elected within one (1) month after the vacancy happens.

42. REMOVAL OF SECRETARY

- (a) The Board may at any time remove a person appointed by the Board as the Secretary.
- (b) If the Board removes a Secretary who is a person appointed under rule 41(a)(ii)(A), the person remains a member of the Board.

43. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MEMBER OF THE BOARD

- (a) A member of the Board may resign from office by giving written notice of resignation to the Secretary.
- (b) The resignation takes effect at:
 - (i) the time the notice is received by the Secretary; or
 - (ii) if a later time is stated in the notice—the later time.

- (c) An Officer who ceases to be a financial member also ceases to be an Officer, provided that the Secretary, if the Secretary is a person appointed under in rule 41(a)(ii)(C), is not required to be a financial member.
- (d) A member of the Board may be removed from office at a general meeting if a majority of the Members present and eligible to vote at the meeting vote in favour of removing the member of the Board.
- (e) Before a vote of Members is taken under sub-rule (d), the member of the Board must be given a full and fair opportunity to show cause why they should not be removed from office.
- (f) A member of the Board has no right of appeal against their removal from office under this rule.
- (g) A member immediately vacates the office of member of the Board in the circumstances mentioned in section 64(2) of the Act.

44. VACANCIES ON THE BOARD

- (a) If a casual vacancy happens on the Board, the continuing members of the Board may appoint a Member to fill the vacancy until the next Annual General Meeting, where an election for the relevant term or balance of the term will be held in accordance with these rules.
- (b) The continuing members of the Board may act despite a casual vacancy on the Board.
- (c) Despite sub-rule (b), if the number of members of the Board is less than five (5), the continuing members may act only to:
 - (i) increase the number of members of the Board to the number required for a quorum; or
 - (ii) call a general meeting of the Association.

J. FINANCIAL MATTERS

45. FUNDS AND ACCOUNTS

- (a) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Board.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- (e) If a payment of \$100 or more is made by cheque, the cheque must be signed by two (2) of the following:
 - (i) the President;
 - (ii) the Secretary;
 - (iii) the Treasurer; and
 - (iv) one (1) other member of the Board,
 provided that one (1) signatory must be the President, the Secretary or the Treasurer.
- (f) When two (2) members of one (1) family serve on the Board, only one (1) can be an authorised signatory to the account.

- (g) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (h) A petty cash account must be kept on the imprest system, and the Board must decide the amount of petty cash to be kept in the account.
- (i) All expenditure must be approved or ratified at a meeting of the Board.

46. GENERAL FINANCIAL MATTERS

- (a) On behalf of the Board, 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.
- (b) The income and property of the Association must be used solely in promoting the Objects and exercising the Association's powers.

47. DOCUMENTS

- (a) The Board must ensure the safe custody of books, documents, instruments of title and securities of the Association.

48. FINANCIAL YEAR

- (a) The end date of the Association's financial year is 30 June in each year.

49. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- (a) This rule applies if the Association:
 - (i) is wound-up under part 10 of the Act; and
 - (ii) has surplus assets.
- (b) The surplus assets must not be distributed among the members of the Association.
- (c) The surplus assets must be given to another entity:
 - (i) having objects similar to the Objects; and
 - (ii) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (d) For the purpose of this rule, surplus assets has the meaning under section 92(3) of the Act.

K. ADMINISTRATIVE MATTERS

50. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATION

- (a) An act performed by the Board or a person acting as an Officer is taken to have been validly performed.
- (b) Sub-rule (a) applies even if the act was performed when:
 - (i) there was a defect in the election or appointment of an Officer or person acting as an Officer; or
 - (ii) an Officer, member of a Sub-Committee or person acting as an Officer was disqualified from being a member.

51. ADMIN REGULATIONS

- (a) The Board may make, amend or repeal Admin Regulations, not inconsistent with these rules, for the management of the Association.
- (b) An Admin Regulation may be set aside by a vote of Members at a general meeting of the Association.
- (c) Without limitation to sub-rule (a), an Admin Regulation may deal with any matter concerning the making or deciding of applications for aid, assistance and benefits by, or on behalf of, a Member, Legatee or Ward.

52. ALTERATION OF RULES

- (a) Subject to the Act, these rules may be amended, repealed or added to by a Special Resolution carried at a general meeting.
- (b) An amendment, repeal or addition is valid only if it is registered by the chief executive in accordance with the Act.

L. TRANSITIONAL

53. TRANSITIONAL RULE

- (a) For the purpose of this, the words in Column A have the meaning assigned immediately opposite in Column B:

A	B
Commencement Date	the date on which the Chief Executive approves these rules
Inaugural Election	the first election required to be held under these rules in 2023
Inaugural Board	those persons holding offices on the Board under sub-rule (b)
Inaugural Executive	those persons holding offices on the Executive under sub-rule (g)

- (b) Despite rule 40, the officer set out in Column C will on, and from, the Commencement Date be held by the person named in column D:

C	D
President	Amy Gomes (Craike)
Vice-President	Jamie Rhodes-Bates
Secretary	Marinda (Mindy) Thomas
Treasurer	Glenn Preston
Board Member	Glen Morrison
Board Member	Rebeca Costello
Board Member	Jordan Williames
Board Member	Kristie Van Fleet
Board Member	Sergio Gomes
Board Member	Vacant

- (c) The members of the Inaugural Board will, on and from the Commencement Date, act as the Board, with all the powers of the Board, and will remain on the Board up to the date that members are elected to, and take office on, the Board at the Inaugural Election.

- (d) The Inaugural Election must be held within 12 months of the date of the Commencement Date.
- (e) The Returning Officer will ensure, when nominations are called in relation to the Inaugural Election, that candidates for any office are advised of the term of office for which they are nominating.
- (f) Despite rule 17 the Inaugural Executive will, on and from Commencement Date, comprise of the following members of the Inaugural Board:
 - (i) President;
 - (ii) Vice-President;
 - (iii) Secretary; and
 - (iv) Treasurer.
- (g) The Inaugural Executive will, on and from the Commencement Date, act as the Executive, with all the powers of the Executive, up to the date that members are elected to, and take office on, the Board at the Inaugural Election.
- (h) Ian Tarr will be the Returning Officer until a Returning Officer is otherwise appointed in accordance with these rules.

SCHEDULE 1: ELECTION PROCEDURE RULES

1. At least 28 clear days before the date determined by the Board for the holding of the Annual General Meeting, the Returning Officer will notify Members entitled to attend and vote that nominations may be made of candidates for an Office for the ensuing year.
2. Any two (2) Members of the Association may nominate another Member (the candidate) to an Office.
3. The nomination must be:
 - (a) in writing;
 - (b) signed by the candidate and the Members who nominated the candidate; and
 - (c) given to the Returning Officer at least 14 days before the Annual General Meeting at which the election is to be held.
4. 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 seven (7) days immediately preceding the Annual General Meeting.
5. A candidate desiring to withdraw from the election may do so by notice in writing to the Returning Officer within 48 hours after the specified closing time for nominations and such withdrawal will operate in every way as if such candidate had not been nominated.
6. If the number of candidates nominated for election to fill the respective offices are equal to or less than the number of vacancies, no ballot will be required.
7. The Returning Officer will report to the Annual General Meeting and the President will:
 - (a) declare the candidates elected; and
 - (b) if there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
8. If the numbers of candidates nominated for election to fill the respective offices be in excess of the vacancies, an election by ballot must take place at Annual General Meeting.
9. An office for which no nomination has been received may be filled at such Annual General Meeting.

SCHEDULE 2: RULES OF DEBATE

1. No discussion will be allowed except on motion or amendment duly proposed and seconded.
2. Any member desiring to propose a motion or amendment or to discuss any matter under consideration must address the chairperson and no member will address the meeting unless called by the chairperson.
3. When the chairperson speaks during a debate, the member then speaking or offering to speak will cease so that the chairperson may be heard without interruption.
4. The chairperson will call to order any speaker who departs from the question or who violates the courtesies or rules of debate.
5. Should the chairperson desire to take part in a debate at any meeting then the chairperson will vacate the chair for the time being and another chairperson will be appointed in accordance with these rules.
6. All questions will be determined in the following manner:
 - (a) the mover of the motion will have five (5) minutes at the time of moving the motion to present argument in support of the motion and five (5) minutes to reply, which must be limited to the answering of arguments advanced against the motion;
 - (b) the seconder of such motion and all other speakers will be limited to five (5) minutes;
 - (c) the meeting, on motion without debate, may extend the time of any speaker but such extension of time will not exceed five (5) minutes, the meeting may agree to further extensions on the same basis;
 - (d) the chairperson will call attention to the time of all speakers one (1) minute before such time expires and motions for extensions may be made when the chairperson so calls, but not later;
 - (e) after the motion has been moved and seconded, no more than two (2) members will speak in succession on one (1) side, either for or against any question before the meeting and if at the conclusion of the second speaker's remarks no member rises to speak on the other side, the motion or amendment will at once be put to the meeting, subject to subparagraph (a);
 - (f) all votes at meetings will be subject to the following:
 - (i) the chairperson will read the motion and determine the question on the voices, provided that the chairperson may call for a show of hands; and
 - (ii) the chairperson will then declare the question carried or lost;
 - (g) in the event of a motion being carried or lost by a narrow majority, any three (3) members may demand a division and on a division being called for, those in favour will go to the side of the room on the President's right and those against to the President's left and the number on each side will be counted and the number of voters each - for and against - will be recorded in the minutes;
 - (h) provided always that any three (3) members may call for a poll to be conducted in relation to any motion if the request for the poll is made prior to motion being voted upon and the request for the poll is carried by the meeting.
7. At any time during debate on any motion it will be competent for any member who has not spoken to the motion to move an amendment, which will be subject to the following:
 - (a) all amendments must be seconded;

- (b) motions may be amended by adding words, by deleting words, or by deleting words and inserting others in their place;
 - (c) the effect of any proposed amendment will not be such as to establish a direct negative to the question contained in the motion;
 - (d) only one (1) amendment will be received at a time and such amendment must be disposed of before any further amendment is moved and all amendments will be put before the original motion;
 - (e) the mover of an amendment will not have the right of reply; and
 - (f) should an amendment be carried it becomes the substantive motion and thereon an amendment may be proposed, if however, no further amendment be proposed the amendment which has become the substantive motion will be put without further debate subject to the mover of the original question having the right of reply.
8. Where a motion is considered by a meeting without any amendments being proposed no member except for the mover of the motion will speak more than once on the motion unless by way of personal explanation or with the consent of the meeting except where an amendment or amendments are proposed then a member may speak for or against the motion and for or against any amendment which is proposed.
 9. Any member who thinks they have been misrepresented by a speaker may, with the indulgence of the meeting, interrupt the speaker to correct the misstatement, but the member must not enter into argument.
 10. It will be competent at any time during a debate for a member who has not spoken to the motion to rise and move 'that the question be now put' but no discussion will be allowed thereon and if this motion be duly seconded and carried, the chairperson will forthwith call upon the member (if any) who may have the right of reply, and immediately following such reply the chairperson will put the motion, which will include the amendments (if any) which have been moved, or of which notice has been given.
 11. No motion upon any other subject will be submitted until the one (1) before the chair is disposed of.
 12. Should any question have occupied the attention of the meeting for 20 minutes, the discussion on such question will be deemed to have closed and the chairperson will forthwith call on the mover to reply, unless the meeting decides by resolution to continue the discussion of the matter in question.
 13. A motion may be dealt with by:
 - (a) adoption as moved;
 - (b) rejection as moved;
 - (c) adoption after amendment of the subject matter;
 - (d) any of the following motions which will be in order whether a motion or motion with amendments, will be before the meeting:
 - (i) "the order of the day", i.e., that the next business in order be now taken;
 - (ii) postponement of the question, either to a definite time or a time to be fixed; or
 - (iii) reference to a committee;
 - (e) adjournment:
 - (i) of the debate; or

(ii) of the meeting.

14. A motion for adjournment may be moved and seconded at any time during the meeting and the motion may be debated provided that not more than two (2) speakers be allowed both for and against the motion (including the mover and seconder).
 15. There will be no right of reply for the mover of the motion for adjournment and such adjournment will occur if carried by a majority of members present.
 16. A second motion for adjournment will not be moved until the subject under discussion at the time of the first motion for adjournment has been disposed of.
 17. A member may at a meeting give a notice of motion to be moved at a future meeting by handing a copy thereof to the Secretary and such notice of motion will take precedence in the order in which it stands in the minute book, in relation to other similar notices, and it will lapse if the member or some other member authorised in writing to move the motion on the member's behalf be not present when the order of the day for such notice is read.
 18. Questions of order will be determined by the chairperson, whose ruling will be final unless challenged by a formal motion submitted to the meeting.
 19. Any member may rise to a point of order when the member considers the rules of debate to have been violated and the member must submit the "point of order" to the chairperson, who will decide the question.
 20. Upon the question of the order being raised, the member addressing the meeting at the time will take their seat and will remain seated until the "point of order" has been determined.
 21. A report of a committee officially presented will be received without motion, but the adoption of such report either absolutely or by clauses will be moved and seconded.
 22. It will be competent for any member to move the reconsideration of a resolution that has been passed by a meeting, provided that the member will have given notice at a previous meeting.
 23. It will be competent for any member to propose that any subject will be considered in a committee of the whole meeting and the vote on such proposition when seconded will then be taken without discussion.
 24. Any standing orders or rule of debate contained in this rule may be suspended by the vote of the majority of the members present at the meeting.
 25. Rulings given by the chairperson on any question may be subject to a motion calling to disagree with any ruling.
 26. On the motion becoming seconded, the chairperson will vacate the chair which will be taken by the acting chairperson set out in accordance with these rules.
 27. No motion to dissent from the chairperson's ruling will be permitted unless it be made before any other business or speech has intervened.
 28. The procedure to determine the motion will be as follows:
 - (a) the member moving the motion will be given five (5) minutes to support the motion;
 - (b) the chairperson will be given five (5) minutes to defend their ruling; and
 - (c) the acting chairperson will then put the question and on the question being determined the chairperson will resume the chair.
- (i) The rules of debate provided by this rule are to be interpreted in accordance with these rules and the privileges of members provided by these rules.