

# BRISBANE **LAND- ROVER** OWNERS CLUB

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## NEW MEMBER WELCOME PACK



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## Welcome letter

## Benefits of membership

Benefits of Membership to help you make the most of being a member of the LROCB.

## Club rules & Club constitution

The Small Print. Do take a few minutes the read through the documents, they are important.

## Club sticker

A Club Sticker for your Land Rover.  
Put it on your windscreen or rear window.

## Club key ring

A Club key ring that incorporates a torch and a bottle opener. That should cover all your basic necessities.

## Club information

Five club visiting cards, again for passing on to prospective new members, three Club brochures for you to pass on to prospective new members.

## Club magazine

A printed copy of the latest edition of the Club newsletter. Please note that future editions will be emailed to you.



# WELCOME

Welcome, to the Land Rover Owners Club of Brisbane. The Club was formed in 1986 and has grown to a membership getting close to one hundred.

Our constitution has four main aims:

- To provide a common meeting place for people with an interest in four-wheel driving
- To conduct social and training outings where members are encouraged to improve their four-wheel driving confidence and skill
- To conserve and protect the natural environment, and undertake where possible, activities which assist in this objective
- To promote family participation and friendship between club members.

Of course, an interest in Land Rovers is pretty important. Our members drive most examples of the marque, from early Series 1 vehicles through to the latest models of Range Rover, Discovery and Defender. A fair bit of knowledge has been gained over the years and our members are always happy to help others who have difficulties, want to carry out modifications or simply to learn more about their vehicle's capabilities.

As you probably know, four wheel driving off the tarmac requires a different skill set to normal road driving. The Club runs orientation weekends for those who want to develop these skills or would like to brush up on their abilities. The

Club organises trips to make use of your Land Rover's special abilities off road.

These range from gentle family drives through to trials that test the abilities of seasoned drivers. While most trips take place in south east Queensland, the Club also organises adventures throughout Australia. Do note that no-one is ever pressured into taking a course that is beyond their capabilities.

Club meetings are held on the second Monday of each month. The venue sometimes changes so please check the website events page for the details.

There's a few rules of course. There must be for the sake of safety. These include ensuring that your vehicle is suitably set up for driving off road and the etiquette involved in convoy driving. You'll find the information in this pack.

There's plenty of information on the Club website **[lrocbrisbane.org.au](http://lrocbrisbane.org.au)**. Do take a look and check it regularly for upcoming events. You'll find a list of committee members who you can contact for advice or further information. The Club also has two Facebook pages where members keep in touch. One is public and can be found by searching for 'Land Rover Owners Club of Brisbane'. The other is a closed group for paid up Club members.

That's it. Welcome to the Club and we look forward to seeing you at our regular monthly meetings and forthcoming events.

# BENEFITS OF MEMBERSHIP

What do you get for your membership fee? Well, here's a start:

**Insurance** – While on recognised Club trips, you are covered by the Club's insurance for public liability and some other risks. However, you are not covered for vehicle damage which remains your responsibility.

**Magazine** – As a new member, the current edition has been printed for you and is included in this pack. Future editions, twelve a year, will be sent to you by email.

**Face to face meetings** – The Club meets monthly on the second Monday of the month. You can chat with other members and have something to eat and drink. It's a great time to raise questions and to get up to date information and advice on issues such as vehicle modifications, upcoming trips, the best places to camp, recent changes in legislation and to exchange ideas.

**Organised trips** – The Club arranges day, weekend and longer trips that are an excellent way to get to know other members, to develop your off-road driving skills and to explore this great country of ours.

**Christmas in July** – This annual event is great for the whole family and is partly subsidised by the Club.

**Private Facebook Group** – This allows Club members to share information

privately. Membership is managed by the committee to prevent scams and unwanted marketing. There's also a public Facebook page.

**Discount** – The Club has arrangements with certain local and on-line retailers that offer discounts on parts and servicing. The Club also arranges bulk purchases on items that members require with discounts passed on to members.

**Contacts with others** – As a fully paid up member, you have access to the membership list. This enables you to easily contact other members.

**AULRO membership** – The Club provides free access to the Australian Land Rover Owners on-line discussion group, which is one of the largest in the world. The normal subscription is \$55 a year. Just provide your AULRO name and the Club will arrange your access.

**Special equipment** – The Club purchases and stores equipment such as long winch extensions, satellite phone and other items. These can be borrowed for short periods.

**Older vehicles** – The Club can endorse vehicles that are over thirty years old for compliance with the Queensland Special Interest Vehicle Concession Scheme.

**And** – over to you. Any ideas or suggestions that add to the Club's list of benefits are warmly welcome. Just give any committee member a shout.

# THE SMALL PRINT

The Land Rover Owners Club of Brisbane is a legal entity. As such it must have a constitution and certain rules. You'll find these in the website <https://www.lrocbrisbane.org.au>. There's also a printed copy in this pack. Please take a few minutes to read these documents. The Club Rules are especially important. They are there for your safety and for the safety of others.

They also ensure that the Club complies fully with legal requirements.

The Club takes compliance with the rules very seriously. Failure to comply can lead to formal warnings and the possibility of membership being terminated.

You can contact any of the committee using these email addresses:

## **President**

[president@lrocbrisbane.org.au](mailto:president@lrocbrisbane.org.au)

## **Secretary**

[secretary@lrocbrisbane.org.au](mailto:secretary@lrocbrisbane.org.au)

## **Treasurer**

[treasurer@lrocbrisbane.org.au](mailto:treasurer@lrocbrisbane.org.au)

## **Membership Officer**

[info@lrocbrisbane.org.au](mailto:info@lrocbrisbane.org.au)

## **Newsletter Editor**

[editor@lrocbrisbane.org.au](mailto:editor@lrocbrisbane.org.au)

## **Trip Coordinator**

[trips@lrocbrisbane.org.au](mailto:trips@lrocbrisbane.org.au)

## **Property Officer**

[property@lrocbrisbane.org.au](mailto:property@lrocbrisbane.org.au)

## **Social Media Officer**

[social@lrocbrisbane.org.au](mailto:social@lrocbrisbane.org.au)

# CLUB RULES

## **LAND ROVER OWNERS CLUB OF BRISBANE INC.**

### **BY LAWS**

Members of this club must have an obvious interest in Land Rover manufactured vehicles or be the owner of a Land Rover manufactured vehicle.

### **NEW MEMBERS**

1. Persons intending to become members of the club are invited to attend three club functions, one of which must be a club trip, before their membership application will be considered by the executive committee. However, the executive committee can agree to waive this rule on special occasions and as noted in an executive meeting

### **TRIP OR OUTING RULES**

2. Vehicles must be registered, maintained and in roadworthy condition.
3. Children and animals (where permitted on club trips) shall be supervised at all times.
4. The trip leader should remind all drivers, before moving off, that convoy procedure should be followed. (See Clauses 25 – 29.)
5. (a) Participants on club trips will obey the trip leader's instructions at all times regarding speed, position in convoy, convoy procedure, and route to be taken on or off tracks.  
(b) The trip leader's instructions will

not be deviated from, except in the case of discussion by all members present, and a majority vote on the proposed deviation by those members present.

6. Prior to the start of the trip, the leader must:
  - (i) arrange suitable stopping points during the trip for rest breaks. These may be based on either time or distance.
  - (ii) Nominate a vehicle to travel last in the convoy.
  - (iii) Check with the drivers that basic essential equipment is available to each vehicle as per the trip classifications listed on the club website and in the magazine.
7. Fuel tanks must be filled prior to the departure time of the trip.
8. Trip participants will assemble at the agreed meeting place half an hour prior to the departure time to be briefed on the proposed trip. Departure will be punctual. Late vehicles should not expect the convoy to delay on their behalf.
9. Every vehicle must carry a fire extinguisher and first aid kit on all trips.
10. Vehicle equipment to be carried should be as per the trip rating classification and as listed on the club website and in the magazine.
11. Permits, where necessary, will



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be obtained from management authorities. All effort must be made to obtain permission from property owners before entering private properties.

12. When crossing private property and Crown land under lease, gates, slip rails and property will be left as found.
13. Firearms are prohibited at club activities. Under special circumstances and with prior approval of the executive committee they may be permitted if approved in advance.
14. Motorcycles are excluded from club activities.
15. Animals are allowed on club trips when notified in advance. The owners are responsible for the animals at all times and must be aware of any restrictions imposed by the trip route, such as national park restrictions, etc.
16. No unofficial competitions or 'displays' of four wheel driving shall take place on club trips without the permission of the trip leader.
17. At club events, members shall obey verbal instructions and visual signs erected by the organisers.
18. No person shall consume any large amount of alcohol or any illegal drugs prior to, or during driving in club events or outings. All drivers

should legally be able to drive when required.

19. Riding on vehicle bonnets and tailgates is not permitted unless approved by the trip leader.
20. The wearing of seat belts is required when on club trips.
21. Tracks and roads should not be deviated from. Any damage caused to tracks or roads will be repaired where required and/or practicable.
22. Bushfire regulations shall be obeyed at all times. Camp and billy fires must be totally extinguished with water before departure.
23. Members will be responsible for the removal of their rubbish from any activity areas and will ensure that it is deposited at a designated dump or receptacle.
24. Driver training days will be held at regular intervals. Members should avail themselves of such days from time to time, especially prior to a difficult four-wheel driving trip.

## CONVOY PROCEDURE

25. The lead vehicle will stop at any turnoff or intersection where doubt may exist as to the correct direction. It will wait for the following vehicle to appear before proceeding. Each successive vehicle will then wait for the following vehicle before moving off. By this means, all will be able to follow the lead vehicle, even when

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vehicles are not fitted with CBs, and the convoy will remain intact.

26. No vehicle in the convoy shall pass another vehicle in the convoy whilst the convoy is moving, without the trip leader's instruction, unless there are exceptional circumstances, e.g. breakdown.
27. When travelling in convoy on main roads, the distance between vehicles should be no less than six car lengths, (gap proportional to vehicle speed and safe braking distance), to assist any traffic wishing to overtaking the convoy.
28. Avoid travelling too close to the vehicle in front on bush tracks where there may be unexpected braking or the need to wait for other vehicles to clear an obstacle. In especially steep areas, it is preferable to wait until the preceding vehicle is clear of the obstacle before ascending or descending.
29. Persons leaving the convoy or group **MUST** notify the trip leader and if possible, give details of their intentions.

## VISITORS

30. Club Members have priority over visitors when trip numbers are limited. Priority for visitors will be first in, first served by notification to the Trip Coordinator
31. Non-members may travel as

passengers with a club member without the need for permission but will remain the responsibility of the driver / club member who invited them.

32. No member will invite non-members to participate in club activities in their own vehicle without prior permission from the trip leader.
33. Any visitors traveling in their own vehicle must comply with club requirements regarding equipment and recovery points for their vehicles as listed on the club website.
34. Club members are responsible for their visitors and must ensure that they are aware of and adhere to club by-laws and constitution.

## GYMKHANAS/TRIALS

35. The trials official or organiser shall be obeyed at all times during the activities.
36. No one shall drive the track prior to the start of the events.
37. Everyone will walk the track before driving it.
38. Seat belts must be worn during all events.
39. A structural roll bar is recommended for soft-top vehicles.
40. Loose objects inside the vehicle should be secured or removed.
41. Children must obey the same rules as adults.



# CLUB CONSTITUTION

## NAME

1. The name of the incorporated association shall be **LAND ROVER OWNERS CLUB OF BRISBANE INC.** (In these rules called "The Association")

## OBJECTS

2. The objects for which The Association is established are:
  - (1) To provide a common meeting place for people with an interest in Land Rovers and four-wheel driving.
  - (2) To conduct social and training outings where members are encouraged to improve their four-wheel driving confidence and skill.
  - (3) To conserve and protect the natural environment, and undertake where possible, activities which assist in this objective.
  - (4) To promote family participation and friendship between club members.

## POWERS

3. The powers of The Association are:
  - (1) To manage the funds and other assets and liabilities of the present unincorporated association known as the "LAND ROVER OWNERS CLUB OF BRISBANE".
  - (2) To subscribe to, become a member of and cooperate with any other association,

club or organisation, whether incorporated or not, whose objectives are altogether or in part similar to those of The Association provided that The Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28(10).

- (3) In furtherance of the objects of The Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of The Association or persons frequenting The Association's premises;
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, building, easements or property, real and personal and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of The Association: Provided that in case The Association shall take or hold any property which may be subject to any trusts The Association

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shall only deal with the same in such manner as is allowed by law having regard to such trusts;

- (5) To enter any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of The Association; to obtain from any such Government or Authority any rights, privileges and concessions which The Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workers, Management Committee members and other persons as may be necessary or convenient for the purposes of The Association;
- (7) To remunerate any persons or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, maintenance, development, working, management, carrying out, alteration or control thereof;
- (9) To invest and deal with the money of The Association not immediately required in such manner as may from time to time be thought fit;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the objects of The Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as be thought proper

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and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;

- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14) In furtherance of the objects of The Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by The Association, or any money

due to The Association from purchasers and others;

- (16) To take any gift or property whether subject to any special trust or not, for anyone or more of the objects of the Association but subject always to the proviso in sub-rule (4);
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- (18) To publish and print any newspapers, periodicals, books or leaflets that The Association may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of The Association to amalgamate with anyone or more incorporated associations having objects altogether or in part similar to those of The Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon The Association under or by virtue of rule 28(10);
- (20) In furtherance of the objects of The Association to purchase or otherwise acquire and

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undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which The Association is authorised to amalgamate;

- (21) In furtherance of the objects of The Association to transfer all or any part of the property, assets, liabilities and engagements of The Association to anyone or more of the incorporated associations with which The Association is authorised to amalgamate;
- (22) To make donations for patriotic, charitable or community purposes;
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

## CLASSES OF MEMBERSHIP

- 4.
  - (1) To be eligible for membership, potential members must own a Land Rover manufactured vehicle or have a demonstrated interest in Land Rovers.
  - (2) The membership of The Association shall consist of a

single type of ordinary membership known as Family Membership, which covers single and family membership where family is located at the same residential address. Family membership shall consist of:

An application for family membership shall entitle two adult members of a family to two ordinary memberships, including the right to one vote each. Only one member of a family membership shall hold a position on the Management Committee of The Association at anyone time.

A member with children under the age of seventeen years may choose to remain an ordinary member, entitled to a single vote, but is welcome to involve all members of his family in The Association activities.

- (3) The number of members shall be unlimited.

## MEMBERSHIP FEES

6.

- (1) The membership fee shall be such sum as the members shall from time to time at any general meeting so determine.
- (2) The membership fees shall be payable at the beginning of the financial year and in such manner as the Management Committee

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shall from time to time determine. Memberships which have not been paid by 31st August will be deemed to have lapsed.

## **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 membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (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.
- (3) Upon 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.

## **TERMINATION OF MEMBERSHIP**

8.

- (1) A member may resign from The Association at any time by giving notice in writing to the Secretary. 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.

(2) If a member -

- (i) is convicted of an indictable offence; or
- (ii) fails to comply with any of the provisions of the Rules; or
- (iii) has membership fees in arrears for a period of two months; or
- (iv) conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether his membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

## **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 one month of receiving written notification thereof, lodge with the Secretary written notice of his/her intention

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to appeal against the decision of the Management Committee.

- (2) Upon receipt of a notification of intention to appeal against the rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him/her of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his/her case and the Management Committee or those members thereof who rejected the application or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (3) 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 arrange to refund the amount of any fee paid.

## REGISTER OF MEMBERS

10.

- (1) The Management Committee shall cause a register to be kept in which will be entered the name

and phone number, and residential address and allocated membership number of all persons admitted to membership of The Association. Family memberships shall be allocated one number.

- (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.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

## MEMBERSHIP OF MANAGEMENT COMMITTEE

11.

- (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.
- (2) At the annual general meeting of The Association, all the members of the Management Committee for the time being shall retire from



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office, but shall be eligible upon nomination for re- election.

- (3) The election of officers and other members of the Management Committee shall take place in the following manner:-

- (a) Any two members of The Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
- (b) The nomination, may be in writing and signed by the member and his proposer and seconder and be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place;
- (c) 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.

12. 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 his/her case. The question of removal shall be determined by the vote of the members present at such a general meeting.

## **VACANCIES ON MANAGEMENT COMMITTEE**

13.

- (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.
- (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 Management Committee to that number or of summoning a general meeting of The Association, but for no other purpose.

## **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

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14.

(1) Except as otherwise provided by these Rules and subject to resolutions of the members of The Association carried at any general meeting the Management Committee.

(a) shall have the general control and management of the administration of the affairs, property and funds of The Association; and

(b) shall have authority to interpret the meaning of these Rules and any matter relating to The Association on which these Rules are silent.

(2) The Management Committee may exercise all the powers of The Association -

(a) 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 to be entered into 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 payoff any such securities;

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

(c) To invest in such manner as the members of The Association may from time to time determine.

## MEETINGS OF MANAGEMENT COMMITTEE

15.

(1) The Management Committee shall meet at least once every calendar month to exercise its functions.

(2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than half 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 contracted thereat.

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- (3) At every meeting of the Management Committee a simple majority of a number equal to the numbers 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.
  - (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions 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.
  - (5) A member of the Management Committee shall declare any conflict of interest and not vote in respect of any contract with The Association or proposed contract with The Association in which he/she is interested, or any matter thereat, and if they do so their vote shall not be counted.
  - (6) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
  - (7) The President shall preside as Chair at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chair or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chair of the Meeting.
  - (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 16.
- (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of The Association

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as the Management Committee sees fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

(2) A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

(3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the member's present end, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

17. All acts done by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if

every such person had been duly appointed and was qualified to be a member of the Management Committee.

18. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

## **ANNUAL GENERAL OR GENERAL MEETINGS**

19. The first general meeting shall be held at such time, not being less than one month nor more than three months after the close of the financial year and at such place as the Management Committee may determine.

20. The business to be transacted at every annual general meeting shall be -

(a) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;

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- (b) the receiving of the Auditor's report upon the books and accounts for the preceding year;
  - (c) the election of members of the Management Committee; and
  - (d) the appointment of an auditor.
21. The Secretary shall convene a special general meeting -
- (a) when directed to do so by the Management Committee; or
  - (b) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of ordinary members of The Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
  - (c) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- 22.
- (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
  - (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. For the purposes of this rule "member"; includes a person attending as a proxy or as representing a corporation which is a member.
  - (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or The Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
  - (4) The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by

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the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

23.

- (1) The Secretary shall convene all general meetings of The Association to fall on the second Monday of each month, except where notified otherwise in The Association's magazine.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee; Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

24. Unless otherwise provided by these rules, at every general meeting -

- (1) the President shall preside as Chair, or if there is no President, or if he/she is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice President shall be the Chair, or if the Vice President is not present or is unwilling to act then the members present shall elect one of their number to Chair the meeting.
- (2) the Chair shall maintain order and conduct the meeting in a proper and orderly manner;
- (3) every question, matter or resolution shall be decided by a majority of votes of the members present;
- (4) every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting;
- (5) voting shall be by show of hands or a division of members unless one of the members demands a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct



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the secret ballot in such a manner as he/she shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded;

- (6) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote, and in a secret ballot every member present in person or by proxy or by attorney or any other duly authorised representative shall have one vote;
- (7) the instrument for appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- (8) where it is desired to afford members an opportunity of voting for or against a resolution, the instrument appointing a proxy shall be in the form or a form as near thereto as circumstances permit as that contained in Appendix A
- (9) the instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (10) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting or annual general meeting.

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## BY-LAWS

25. 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.

## ALTERATION OF RULES

26. 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: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, Department of Justice and Corrective Services, Brisbane.

## COMMON SEAL

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

## FUNDS AND ACCOUNTS

- 28.
- (1) The funds of the Association shall be deposited in the name of the Association in such Bank or Permanent Building Society as the Management Committee may from time to time direct.
  - (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.
  - (3) All moneys shall be deposited as soon as practicable after receipt thereof.
  - (4) All amounts of one hundred dollars or over shall be paid by cheque or electronic transfer signed or authorised by any two of the President, Secretary, Treasurer or any other member authorised from time to time by the Management Committee.
  - (5) Cheques shall be crossed not negotiable, except those in payment of wages, allowances or petty cash recoupments which may be open.
  - (6) The Management Committee shall determine the amount of petty cash which shall be kept on the

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imprest system.

- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of -
  - (a) The income and expenditure for the financial year just ended; and
  - (b) The assets and liabilities of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the Auditor who shall present his report upon such audit to the secretary prior to the holding of the annual general meeting next following financial year in respect of which such audit was made.
- (10) The income and property of The Association whencesoever derived shall be used and applied solely in the promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend bonus or otherwise by way of profit to or amongst the members of The

Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such members in respect of moneys advanced to him/her to The Association or otherwise owing by The Association to him/her or of remuneration to any officers of servants of the Association or to any member of The Association or other person in return for any services actually rendered to The Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by The Association or reasonable and proper rent for premises demised or let to The Association.

## DOCUMENTS

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

## FINANCIAL YEAR

- 30. The financial year of the Association shall close on 30 June in each year in accordance with the Australian Tax year.

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## **DISTRIBUTION OF SURPLUS ASSETS**

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28(10). Such institution or institutions to be determined by the members of The Association.

# PROXY VOTING FORM



## Appendix A – Proxy Form

I, \_\_\_\_\_ of \_\_\_\_\_,

being a member of the above named Association, hereby appoint

\_\_\_\_\_, of \_\_\_\_\_, or

failing him/her, \_\_\_\_\_, of \_\_\_\_\_

as my proxy to vote for me on my behalf at the (annual) general meeting of the

Association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

and at any adjournment.

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

Signature. \_\_\_\_\_

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

\*Strike out whichever is not desired.

(Unless otherwise instructed, the proxy may vote as he/she sees fit.)



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