

BY-LAWS OF THE QUEENSLAND MASTERS SQUASH ASSOCIATION INC.

These By-Laws of the Queensland Masters Squash Association Inc. (*the Agreement*) are made and effective June 2018 and should be read in conjunction with the Queensland Masters Squash Association Inc. Model Rules effective June 2017.

BACKGROUND

1. INTERPRETATION

- **QMSA Committee** means the annually selected Queensland Masters Squash Association Committee, at a general meeting vote.
- **Association** shall be the Queensland Masters Squash Association Inc.
- **Model Rules** shall be the Queensland Masters Squash Association Inc. Model Rules as lodged with the Queensland Office of Fair Trading, June 2017
- **Executive** means the QMSA's President, Treasurer and Secretary

2. OBJECTS

The following are the objects of the **Association**:

The objects are to support and encourage both the uptake and continuation of squash in Queensland and through affiliated state and national organisations, amongst members and clubs providing facilities, by the provision of a members association, communications, tournaments and squash merchandise, as a non-profit association.

3. MEMBERSHIP

Membership in this **Association** shall be open to all who provide:

- a) the completed **Association** Application Form for membership; and
- b) the appropriate membership fee for the application.

4. MEETINGS OF THE QMSA COMMITTEE

- a) Subject to its **Model Rules**, the **QMSA Committee** may meet and conduct its proceedings as it considers appropriate.
- b) The **QMSA Committee** must meet at least once every 3 months to exercise its functions.
- c) The **QMSA Committee** must decide how a meeting is to be called and notice is to be given.
- d) The **QMSA Committee** may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- e) A committee member who participates in the meeting as mentioned in subrule d) is taken to be present at the meeting.
- f) A question arising at a committee meeting is to be decided by a majority (not less than a) 50%) vote of members of the **QMSA Committee** present at the meeting and, if the votes are equal, the question is decided in the negative.

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- b) A member of the **QMSA Committee** must not vote on a question about a contract or proposed contract with The Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- c) The President is to preside as Chairperson at a **QMSA Committee** meeting.
- d) If there is no President or if the President is not present within 10 minutes after the time fixed for a **QMSA Committee** meeting, the members may choose 1 of their number to preside as Chairperson at the meeting.

5. QUORUM FOR A QMSA COMMITTEE MEETING

- a) At a **QMSA Committee** meeting, more than 50% of the members elected to it as at the close of the last general meeting of the members form a quorum.
- b) If there is no quorum within 30 minutes after the time fixed for a **QMSA Committee** meeting called on the request of members of it, the meeting lapses.
- c) If there is no quorum within 30 minutes after the time fixed for a **QMSA Committee** meeting called other than on the request of the members of the it—
 - a. the meeting is to be adjourned for at least 1 day; and
 - b. the members of the **QMSA Committee** who are present are to decide the day, time and place of the adjourned meeting.
- d) If, at an adjourned meeting mentioned in subrule c), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

6. MINUTES OF QMSA COMMITTEE MEETINGS

- a) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each **QMSA Committee** meeting are entered into an electronic file and saved onto a hard drive.
- b) To ensure the accuracy of the minutes, the minutes of each **QMSA Committee** meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next **QMSA Committee** meeting, verifying their accuracy.

7. MEMBERSHIP OF THE QMSA COMMITTEE

- a) The **QMSA Committee** of the **Association** consists of an **Executive** and any other members the **Association** members elect at a general meeting.
- b) A member of the **QMSA Committee**, other than a Secretary appointed by the **QMSA Committee** under its **Model Rules**, must be a member of **The Association**.
- c) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
 - a member of the **Association** elected by the **Association** as Secretary; or
 - any of the following persons appointed by the **QMSA Committee** as **Secretary**—
 - a member of the **QMSA Committee**;
 - another member of the **Association**;
 - another person.
- d) At each annual general meeting of the **Association**, the members of the **QMSA Committee** must retire from office, but are eligible, on nomination, for re-election.

8. EXECUTIVE

The initial officers of the **Association** shall be the **Executive**:

- The President is to preside as Chairperson at a **QMSA Committee** meeting.
- The Secretary's functions include, but are not limited to—

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- (a) calling meetings of the **Association**, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the **Association**; and
 - (b) keeping minutes of each meeting; and
 - (c) keeping copies of all correspondence and other documents relating to the **Association**; and
 - (d) maintaining the register of members of the **Association**.
- The Treasurer oversees the **Associations** funds and accounts and general financial matters

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9. MEMBERSHIP OF THE QMSA COMMITTEE

- e) Member numbers of the **QMSA Committee** are limited 15, including the **Executive**, as prescribed in this Bylaw of the **Association**.
- f) In the event a member of the **QMSA Committee** attends less than 50% of meetings within a 6 month period upon appointment, at its discretion the remainder of the Committee may nominate to terminate that individual's membership of the **QMSA Committee** at a general meeting of the **Association** if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member (clause 19 in the **Model Rules**). This applies to any member of the **QMSA Committee** including the **Executive**, other than the Secretary (for which clause 15 in the **Model Rules** applies). That member will be eligible for re – election to the **QMSA Committee** at the next general meeting.
- g) Please refer to the Access to QMSA Resources by Committee document (QMSA hard drive/18. QMSA Association Business/2018) when the composition of the QMSA Committee changes. This document provides instruction on administrative processes to be completed.

10. TOURNAMENT DIRECTOR

The role of the Tournament Director exists as a **QMSA Committee** role and they will, by delegation from the Secretary, be responsible for the member register (database), rankings and tournament management and may, if requested by court owners, assist with tournament draws at their discretion. At the court owner's or Tournament Director's direction, tournament draws and management may be delegated to other members of the **Association**.

11. PRESIDENCY TERM

The position of President shall be held no longer than a period of four consecutive years by the same Member. A Member having held that position must stand down after four years and may only be re-elected at a General Meeting having been nominated from the floor if there are no advance Presidency nominations, and/or subject to Clauses 18 & 19 in the **Associations Model Rules** dated June 2017.

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AMENDMENTS

These By-Laws may be altered, amended, repealed or added to by an affirmative vote of not less than 50% of the **QMSA Committee** at a meeting.

The parties hereto have executed this **Agreement** on the date indicated.

PRESIDENT



Authorized Signature

Andrew Sosimienko, President

Print Name and Title, Date

14 July 2018.

SECRETARY



Authorized Signature

CHRISTINE GOODMAN

Print Name and Title, Date

14 JULY 2018.

TREASURER



Authorized Signature

PETER KNAUTH 14 July 2018

Print Name and Title, Date

TREASURER.

Access to QMSA Resources by Committee

Processes for Outgoing / Incoming QMSA Committee members / Non-Committee Helpers

During a term on the QMSA Committee, a member is provided with access to a number of resources and their details are added to a QMSA email distribution list.

When the composition of the QMSA Committee changes, the committee needs to establish what, if any, changes to the access of these resources needs to take place. This would apply to when outgoing and incoming Committee members change, as well as establishing what resources Non-Committee Helpers will be granted access to.

For outgoing committee

- Remove email account from QMSA Committee distribution list
- If this person is either the President, Secretary, Treasurer or Tournament Director, need to advise AMSA of the change in structure
- If this person is either the President, Secretary or Treasurer, need to advise Office of Fair Trading of the change in structure
- If this person had been granted access to online banking, the Treasurer to update bank access details as required
- Remove all access from dropbox

For incoming committee

- Add email account to QMSA Committee distribution list
- If this person is either the President, Secretary, Treasurer or Tournament Director, need to advise AMSA of the change in structure
- If this person is either the President, Secretary or Treasurer, need to advise Office of Fair Trading of the change in structure
- If this person had been granted access to online banking, the Treasurer to update bank access details as required
- Add access to dropbox

For Non-Committee Helpers

Not specifically required to attend QMSA Committee meetings (note: all financial members can attend QMSA Committee meetings, however, formal invitations are not required to be sent to them)

- Limit access to dropbox – access only to the files the person continues to work on