

BY-LAWS OF THE QUEENSLAND MASTERS SQUASH ASSOCIATION INC.

These By-Laws are made pursuant to Rule 42 of the Queensland Masters Squash Association Inc. Model Rules (2026). Where any inconsistency exists between these By-Laws and the Model Rules, the Model Rules shall prevail.

1. PURPOSE

These By-Laws establish operational procedures and responsibilities for the efficient management of the Queensland Masters Squash Association Inc. (QMSA).

2. INTERPRETATION

- **QMSA Committee** means those elected Queensland Masters Squash Association Committee, established under Rule 18 of the Model Rules.
- **The Association** shall be the Queensland Masters Squash Association Inc.
- **Executive** means the President, Vice-President, Secretary and Treasurer
- **Model Rules** means the Queensland Masters Squash Association Inc. Model Rules as approved with the Queensland Office of Fair Trading, May 2026.

3. ROLES OF THE EXECUTIVE

The Executive of the Association shall comprise the President, Vice-President, Secretary and Treasurer.

3.1 President

The President is a committee position and serves as Chairperson at all QMSA committee meetings. The President is responsible for presiding over meetings and providing leadership and direction to the committee.

3.2 Vice-President

The Vice-President is a committee position and shall act on behalf of the President whenever the President is unavailable or unable to perform their duties. The Vice-President shall support the President in carrying out the functions and responsibilities of the committee and undertake any duties delegated by the President or the committee.

3.3 Secretary

The Secretary's position is a committee position established under Rule 15 of the Model Rules.

3.3.1 The duties and responsibilities of the Secretary are as set out in Rule 17 of the Model Rules.

3.4 Treasurer

The Treasurer's position is a committee position established under the Model Rules.

- 3.4.1 The duties and responsibilities of the Treasurer are set out in Rule 46 of the Model Rules and include overseeing the Association's finances and managing the register of members in conjunction with the Treasurer.

4. TOURNAMENT DIRECTOR

The Tournament Director is a committee position established under Rule 18 of the Model Rules.

4.1 The Tournament Director shall:-

- 4.1.1 Oversee rankings administration;
- 4.1.2 Oversee tournament records;
- 4.1.3 Coordinate championship events conducted by the Association;
- 4.1.4 Assist host venue with tournament administration when requested;
- 4.1.5 Post notices of tournaments to website; *and*
- 4.1.6 Report tournament activities to the committee.

5. WEBMASTER

The committee may appoint a Webmaster who need not be a committee member.

5.1 The Webmaster shall:-

- 5.1.1 Maintain the Association website;
- 5.1.2 Manage the register of members in conjunction with the Treasurer;
- 5.1.3 Assist with membership database administration;
- 5.1.4 Support online communications;
- 5.1.5 Maintain digital archives where directed by the committee; *and*
- 5.1.6 Assist with cybersecurity and access management.

6. COMMITTEE ROLES

The duties of the positions listed below shall be determined by the committee and may include, but are not limited to the following:-

- 6.1 Photographer - taking photos at all tournaments.
- 6.2 Events Coordinator - organizing state titles functions.
- 6.3 Raffle Coordinator - selling the numbers at each tournament.
- 6.4 AMSA Championships Teams Coordinator - managing the teams for the annual Australian championships.
- 6.5 Prizes Coordinator - organizing prizes for tournament and state titles.
- 6.6 Social Media Coordinator – uploads information to our social media outlets.
- 6.7 Other positions as determined by the committee.

7. COMMITTEE AUTHORITY

- 7.1 Decisions relating to the management and administration of the Association shall be by resolution of the committee at a committee meeting unless otherwise authorized by the Model Rules or the By-Laws.
- 7.2 Committee members acting in their individual capacity shall not commit the Association to any course of action, expenditure, public position, disciplinary action or contractual arrangement unless authorized by the committee or delegated authority.
- 7.3 The Committee shall determine, from time to time, the Tournament Entry Fee payable for tournaments included on the QMSA sanctioned calendar.
- 7.4 Committee members shall support and implement decisions made by the committee.

8. INCIDENT REPORTING

- 8.1 Any committee member, official, volunteer or member who becomes aware of an incident, complaint, dispute, misconduct concern, safety issue or other matter affecting a tournament or the Association shall report the matter to the Tournament Director or, where appropriate the President.
- 8.2 Except where immediate action is required for safety reasons, committee members and officials shall not independently investigate, determine or publicly represent the Association's position on any incident without authority from the executive.
- 8.3 The Tournament Director shall report significant incidents to the executive for further action.
- 8.4 Nothing in this clause prevents a person from taking reasonable action to ensure the immediate safety of participants or complying with any legal obligations to report a matter.

9. COMMITTEE ATTENDANCE

- 9.1 Committee members are expected to actively participate in the management of the Association.
- 9.2 Where the committee member fails to attend at least fifty percent (50%) of committee meetings over any six-month period without reasonable explanation, the committee may consider whether action should be taken under Rule 20 of the Model Rules and may make a recommendation accordingly.
- 9.3 Before any recommendation is made, the member shall be given an opportunity to explain their absence.

10. RECORDS AND ADMINISTRATIVE ACCESS

- 10.1 All Association records shall remain the property of the Association.
- 10.2 Records may be maintained in electronic format using systems approved by the committee.

- 10.3 Committee members and office bearers must ensure that all records, passwords, administrative access credentials, databases and electronic files under their control are securely maintained.
- 10.4 Upon vacating a position, an office bearer or committee member must transfer all association records and access credentials to their successor or to a person nominated by the committee within fourteen (14) days unless otherwise approved by the committee.

11. ELECTRONIC STORAGE

The Association shall maintain a digital storage system approved by the committee and reasonably protected from unauthorized access:

- Minutes;
- Financial records;
- Membership records;
- Governance documents;
- Correspondence; *and*
- Tournament and ranking records.

Access permissions shall be determined by the committee. The Executive shall ensure that access records are maintained and kept current.

12. COMMUNICATIONS

- 12.1 Official communications to members may be distributed by email, website publication, social media, or other platforms approved by the committee.
- 12.2 Publication on the Association website shall be deemed publication to members where the Model Rules do not require a specific form of notice.

13. PRESIDENT'S TERM LIMIT

- 13.1 Normally a person may serve as President for a maximum of four (4) consecutive years.
- 13.2 Upon completing four (4) consecutive years, the president shall retire from that office at the next Annual General Meeting.
- 13.3 The retiring President may be nominated for re-election if:-
- 13.3.1 No other valid nomination for President has been received; *or*
 - 13.3.2 The members approve the nomination by ordinary resolution at the Annual General Meeting.

14. HANDOVER REQUIREMENT FOR ELECTRONIC ASSETS

No committee member or office bearer shall retain exclusive control of any Association email account, website account, social media account, cloud storage account or digital asset. The Committee shall ensure that at least two authorized office bearers always have administrative access and current administrative access details are recorded in the Association's records.

15. REVIEW OF BY-LAWS

These By-Laws should be reviewed by the committee at least every three (3) years.

16. AMENDMENT OF BY-LAWS

- 16.1 These By-Laws may be amended, repealed or replaced by resolution of the committee in accordance with Rule 42 of the Model Rules.
- 16.2 Any amendment shall take effect immediately unless otherwise resolved by the committee.
- 16.3 The committee shall notify members of any amendments within 30 days.
- 16.4 Members may set aside a By-Law at a General Meeting in accordance with Rule 42 (2) of the Model Rules

PRESIDENT

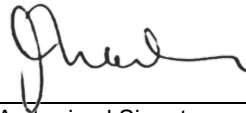


Authorised Signature

Helen Watkins, President QMSA

Print Name and Title, Date

SECRETARY

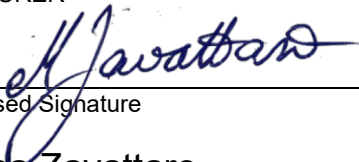


Authorised Signature

Jacqueline Neale, Secretary QMSA

Print Name and Title, Date

TREASURER



Authorised Signature

Marisa Zavattaro

Print Name and Title, Date