QMSA MODEL RULES

Queensland Masters Squash Association (QMSA) (IA09085)
Model Rules May 2026
(Approved at the AGM May 2026)

Qld Masters Squash Association (QMSA) (IA09085)

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Queensland Masters Squash Association (QMSA) (IA09085) Model Rules

These Model Rules replace the current lodged Rules with the Queensland Office of Fair Trading.

1 Interpretation

(1) In these rules:-

Act means ***The Associations Incorporation Act 1981***

Executive means the QMSA's President, Vice President, Treasurer and Secretary

Aggrieved party see rule 12A(3)

Dispute resolution centre means a dispute resolution centre established under the *Dispute Resolution Centres Act* 1990

(a) at a general meeting, see rule 37(2)

(b) QMSA Committee means the annually selected QMSA Committee, at a general meeting vote.

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

2 Name

The name of the incorporated association is Queensland Masters Squash Association (QMSA) (***The Association***).

3 Objects

The objects of **The Association** 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 member's association, communications, tournaments and squash merchandise. **The Association** shall operate as a non-profit organisation, and income and property shall be applied solely towards the promotion of its objects, with no portion distributed directly or indirectly to members except as a bona fide compensation for service rendered or expenses incurred.

4 Powers

(1) **The Association** has the powers of an individual.

(2) **The Association** may, for example:-

(a) enter into contracts; and

(b) acquire, hold, deal with and dispose of property; and

(c) make charges for services and facilities it supplies; and

(d) do other things necessary or convenient to be done in carrying out its affairs.

5 Classes of members

(1) The membership of **The Association** consists of ordinary members, and any of the following class of members:-

- Life members
- Social members *(non-playing person)*

(2) The number of ordinary members is unlimited.

6 New membership

An application for membership of **The Association** is done via the QMSA website membership page by completing membership details and paying the membership fee.

- Membership applications are stored securely in a database
- Each year members must reapply for membership, keeping the data up to date.

7 Membership fees

(1) The membership fee for each ordinary membership and for each other class of membership:-

(a) is the amount decided by the members from time to time at a general meeting; and

(b) is payable when, and in the way, the QMSA committee decides.

8 Admission and rejection of new members

(1) The QMSA committee will accept membership providing:-

(a) there is a completed online application for membership; and

(b) the appropriate membership fee for the application has been paid in full; and

(c) the applicant is not a person who has been refused membership or barred from membership from any Squash Masters Association (State or Territory) or the Australian Masters Squash Association (AMSA).

(2) The QMSA committee must ensure that the person who applied to become a member of **The Association**, the person is aware:

(a) whether or not **The Association** has public liability insurance; and

(b) if **The Association** has public liability insurance—the amount of the insurance.

9 When membership ends

(1) A member may resign from **The Association** by giving a written notice of resignation to the Secretary.

(2) The resignation takes effect at:-

(a) the time the notice is received by the Secretary; or

(b) if a later time is stated in the notice, then at the later time.

(3) The QMSA committee may terminate a member's membership if the member:-

(a) is convicted of an indictable offence; or

(b) does not comply with any of the provisions of these rules; or

(c) has membership fees in arrears for at least 2 months; or

(d) conducts themselves in a way considered to be injurious or prejudicial to the character or interests of **The Association**.

(4) Before the QMSA committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

(5) If, after considering all representations made by the member, the QMSA committee decides to terminate the membership, the Secretary of the committee must give the member written notice of the decision.

(6) Membership may be reinstated at any time and will be subject to the new membership conditions in rules 6 and 8.

10 Appeal against rejection or termination of membership

(1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.

(3) If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

11 General meeting to decide appeal

(1) The general meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.

(2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(3) Also, the QMSA committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority (over 50%) vote of the members present and eligible to vote at the meeting.

(5) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Treasurer must, as soon as practicable, refund the membership fee paid by the person.

12A Grievance procedure

(1) This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A(1) of the **Act.**

(2) To remove any doubt, it is declared that the grievance procedure cannot be used by a person whose membership has been terminated if the rules provide for an appeal process against the termination.

(3) A member (**the aggrieved party**) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute to

(a) the other party; and

(b) if the other party is not the QMSA committee—the QMSA committee.

(4) If 2 or more members initiate a grievance procedure in relation to the same subject matter, the QMSA committee may deal with the disputes in a single process and the members must choose 1 of the members (**also the aggrieved party**) to represent the members in the grievance procedure.

(5) Subject to rule 12B, the parties to the dispute must, in good faith, attempt to resolve the dispute.

(6) If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask **The Association's** Secretary to refer the dispute to mediation.

(7) Subject to rule 12B, if the aggrieved party asks **The Association's** Secretary to refer the dispute to mediation under subrule (6), the QMSA committee must refer the dispute within 14 days after the request.

(8) If the aggrieved party does not ask **The Association's** Secretary to refer the dispute to mediation under sub-rule (12A)(6), the grievance procedure in relation to the dispute ends.

12B Grievance procedure not continued in particular circumstances

(1) This rule applies if:-

(a) a member initiates a grievance procedure in relation to a dispute and **The Association** or association's QMSA committee is the other party to the dispute; or

(b) the aggrieved party asks **The Association's** Secretary to refer the dispute to mediation under rule 12A(6).

(2) The QMSA committee does not have to act under subrule 12A(5) or subrule 12A(7) if:-

(a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the QMSA committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or

(b) before the grievance procedure was initiated, a process had commenced to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process, or

(c) the dispute relates to an obligation under the Liquor Act 1992 or any other State law to prevent the entry of the aggrieved party to, or to remove the aggrieved party from, premises used by **The Association**, or to refuse to serve liquor to the aggrieved party at the premises; or

(d) the dispute could reasonably be considered frivolous, vexatious, misconceived or lacking in substance, or relates to a matter that has already been the subject of the grievance procedure.

12C Appointment of mediator

(1) If a dispute under rule 12A is referred to mediation:-

(a) the parties to the dispute must choose a mediator to conduct the mediation; or

(b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must be:-

(i) for a dispute between a member and another member—a person appointed by the QMSA committee; or

(ii) for a dispute between a member and the QMSA committee or **The Association**—an accredited mediator or a mediator appointed by the director of a dispute resolution centre.

(2) An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute.

(3) If subrule 12C(2) applies, the parties may seek to resolve the dispute in accordance with the **Act** or otherwise at law.

12D Conduct of mediation

(1) If a mediator is appointed under rule 12C, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within 28 days after the appointment.

(2) Subrule 12D(1) does not apply if the mediator is a mediator appointed by the director of a dispute resolution centre.

(3) The mediator:-

(a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and

(b) must comply with natural justice; and

(c) must not act as an adjudicator or arbitrator; and

(d) during the mediation—may see the parties with or without their representatives, together or separately.

(4) The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the period mentioned in subrule 12D(1).

(5) The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.

(6) If the mediator cannot resolve the dispute, the parties may seek to resolve the dispute in accordance with the **Act** or otherwise at law.

12E Representation for grievance procedure

(1) A party to a dispute may appoint any qualified person to act on behalf of the party in the grievance procedure.

(2) For subrule 12E(1), a person is qualified to act on behalf of a party if the person—

(a) has sufficient knowledge in the matter of the subject of the dispute to be able to represent the party effectively; and

(b) is authorised to negotiate an agreement for the party.

(3) If a party appoints a person under subrule 12E(1) to act on the party's behalf, the party must give written notice of the appointment to each of the following entities:-

(a) the other party to the dispute; and

(b) the QMSA committee; and

(c) if a mediator has been appointed before the party appoints the person—the mediator.

12F Electronic communication for grievance procedure

Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agree.

13 Register of members

(1) The QMSA committee must keep a register of members of **The Association**.

(2) The register must include the following particulars for each member:-

(a) the full name of the member; and

(b) the postal or residential address of the member; and

(c) the date of application as a member of the current year; and

(d) the date of notification of death or of resignation of the member; and

(e) details about the termination or reinstatement of membership; and

(f) any other particulars the QMSA committee or the members at a general meeting decide.

(3) The register must be open for inspection by members of **The Association** at all reasonable times and access is subject to the Information Privacy Principles as set out under the Privacy Act 1988.

(4) A member must contact the Secretary to arrange an inspection of the register.

(5) However, the QMSA committee may, on the application of a member of **The Association**, withhold information other members (other than the member's full name) from the register available for inspection if the QMSA committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

(6) By becoming a member, applicants agree to have their name and photo features in **The Association's** material when relevant.

14 Prohibition on use of information on register of members

(1) A member of **The Association** must not:-

(a) use information obtained from the register of members of **The Association** to contact, or send material to, another member of **The Association** for the purpose of advertising for political, religious, charitable or commercial purposes; or

(b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of **The Association** for the purpose of advertising for political, religious, charitable or commercial purposes.

(2) Subrule 14(1) does not apply if the use or disclosure of the information is approved by **The Association**.

15 Appointment or election of Secretary

(1) The Secretary must be an adult residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:-

(a) a member of **The Association** elected by **The Association** as Secretary; or

(b) any of the following persons appointed by the QMSA committee as Secretary:-

(i) a member of **The Association's** QMSA committee.

(ii) another member of **The Association**.

(iii) another person.

(2) If **The Association** has not elected an interim officer as Secretary for **The Association** before its incorporation, the members of the QMSA committee must ensure a Secretary is appointed or elected for **The Association** within 1 month after incorporation.

(3) If a vacancy happens in the office of Secretary, the members of the QMSA committee must ensure a Secretary is appointed or elected for **The Association** within 1 month after the vacancy happens.

(4) If the QMSA committee appoints a person mentioned in subrule 15(1)(b)(ii) as Secretary, other than to fill a casual vacancy on the QMSA committee, the person does not become a member of the QMSA committee.

(5) However, if the QMSA committee appoints a person mentioned in subrule 15(1)(b)(ii) as Secretary to fill a casual vacancy on the QMSA committee, the person becomes a member of the QMSA committee.

(6) If the QMSA committee appoints a person mentioned in subrule 15(1)(b)(iii) as Secretary, the person does not become a member of the QMSA committee.

(7) In this rule:-

casual vacancy, on a QMSA committee, means a vacancy that happens when an elected member of the QMSA committee resigns, dies or otherwise stops holding office.

16 Removal of Secretary

(1) The QMSA committee of **The Association** may at any time remove a person appointed by the committee as the Secretary.

(2) If the QMSA committee removes a Secretary who is a person mentioned in subrule 15(1)(b)(i), the person remains a member of the QMSA committee.

(3) If the QMSA committee removes a Secretary who is a person mentioned in subrule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the QMSA committee under subrule 15(5), the person remains a member of the QMSA committee.

17 Functions of Secretary

The Secretary's functions include, but are not limited to:-

(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**

(d) All documentation will be held digitally stored in a designated QMSA account.

18 Membership of QMSA committee

(1) The QMSA Committee of **The Association** shall consist of a President, Vice-President, Treasurer, Secretary, Tournament Director and 10 committee members whom members of **The Association** elect at a general meeting.

(2) A member of the QMSA committee, other than a **Secretary** appointed by the QMSA committee under rule 15(1)(b)(iii), must be a member of **The Association**.

(3) Nominations for the position of President, Treasurer and Tournament Director and 5 members of the committee shall be called in one year and nominations for the Vice President, Secretary and 5 members of the committee shall be called in alternate years.

(4) A member of **The Association** may be appointed to a casual vacancy on the QMSA committee under rule 21.

19 Electing the QMSA committee

(1) A member of the QMSA committee may only be elected as follows:-

(a) any 2 members of **The Association** may nominate another member (the ***candidate***) to serve as a member of the QMSA committee.

(b) the nomination must be:-

(i) in writing; and

(ii) signed by the candidate and the members who nominated him or her; and

(iii) given to the Secretary at least 14 days before the annual general meeting at which the election is to be held;

(iv) All communication must be stored digitally.

(c) each member of **The Association** present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the QMSA committee.

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A person may be a candidate only if the person:-

(a) is an adult; and

(b) is not ineligible to be elected as a committee member under section 61A of the **Act.**

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted on the QMSA website for at least 7 days immediately preceding the annual general meeting.

(4) If required by the QMSA committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) The QMSA committee must ensure that, before a candidate is elected as a member of the QMSA committee, the candidate is advised:-

(a) whether or not **The Association** has public liability insurance; and

(b) if **The Association** has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of QMSA committee member

(1) A member of the QMSA committee may resign from the committee by giving written notice of resignation to the Secretary.

(2) The resignation takes effect at:-

(a) the time the notice is received by the Secretary; or

(b) if a later time is stated in the notice—the later time.

(3) A member may be removed from office 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.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the member's removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the **Act**.

21 Vacancies on QMSA committee

(1) If a casual vacancy happens on the QMSA committee, the continuing members of the committee may appoint another member of **The Association** to fill the vacancy until the next annual general meeting.

(2) The continuing members of the QMSA committee may act despite a casual vacancy on the QMSA committee.

(3) However, if the number of committee members is less than the number fixed under subrule 24(1) as a quorum of the QMSA committee, the continuing members may act only to:-

(a) increase the number of QMSA committee members to the number required for a quorum; or

(b) call a general meeting of **The Association**.

22 Functions of QMSA committee

(1) Subject to these rules or a resolution of the members of **The Association** carried at a general meeting, the QMSA committee has the general control of the administration of the affairs, property and funds of **The Association**.

(2) The QMSA committee has authority to interpret the meaning of these rules and any matter relating to **The Association** on which the rules are silent, but any interpretation must have regard to the **Act,** including any regulation made under the **Act**[1].

Note:-

The ACT prevails if **The Association**'s rules are inconsistent with the **Act**—see section 1D of the **Act.**

(3) The QMSA committee may exercise the powers of **The Association**:-

(a) to borrow, raise or secure the payment of amounts in a way the members of **The Association** decide; and

(b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by **The Association** in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of **The Association's** property, both present and future; and

(c) to purchase, redeem or pay off any securities issued; and

(d) to borrow amounts from members and pay interest on the amounts borrowed; and

(e) to mortgage or charge the whole or part of its property; and

(f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of **The Association**; and

(g) to provide and pay off any securities issued; and

(h) to invest in a way the members of **The Association** may from time to time decide.

(4) For subrule 22(3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:-

(a) the financial institution for **The Association**; or

(b) if there is more than 1 financial institution for **The Association**—the financial institution nominated by the QMSA committee.

(5) Management of the register of members of **The Association** is performed by the Treasurer and Webmaster.

23 Meetings of QMSA committee

(1) Subject to this rule, the QMSA committee may meet and conduct its proceedings as it considers appropriate.

Note:-

See also sections 70B and 70C of the **Act** about requirements relating to the proceedings of the QMSA committee if a member of the committee has a material personal interest in a matter being considered at a meeting of the committee.

(2) The QMSA committee must meet at least once every 3 months to exercise its functions.

(3) The QMSA committee must decide how a meeting is to be called.

(4) Notice of a meeting is to be given in the way decided by the QMSA committee.

(5) 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.

(6) A committee member who participates in the meeting as mentioned in subrule 23(5) is taken to be present at the meeting.

(7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

(8) The President is to preside as chairperson at a QMSA committee meeting.

(9) 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.

24 Quorum for, and adjournment of, QMSA committee meeting

(1) At a QMSA committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

(2) If there is no quorum within 30 minutes after the time fixed for a QMSA committee meeting called on the request of members of the committee, the meeting lapses.

(3) 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 committee:-

(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.

(4) If, at an adjourned meeting mentioned in subrule 24(3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of QMSA committee

(1) If the Secretary receives a written request signed by at least 33% of the members of the QMSA committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.

(2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

(3) A request for a special meeting must state:-

(a) why the special meeting is called; and

(b) the business to be conducted at the meeting.

(4) A notice of a special meeting must state:-

(a) the day, time and place of the meeting; and

(b) the business to be conducted at the meeting.

(5) A special meeting of the QMSA committee must be held within 14 days after notice of the meeting is given to the members of the QMSA committee.

26 Minutes of QMSA committee meetings

(1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each QMSA committee meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, of each QMSA committee meeting, they must be signed (can be digitally) by the chairperson of the meeting, or the chairperson of the next QMSA committee meeting, verifying their accuracy.

27 Appointment of subcommittees

(1) The QMSA committee may appoint a subcommittee consisting of members of **The Association** considered appropriate by the committee to help with the conduct of **The Association's** operations.

(2) A member of the subcommittee who is not a member of the QMSA committee is not entitled to vote at a QMSA committee meeting.

(3) A subcommittee may elect a chairperson of its meetings.

(4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

28 Acts not affected by defects or disqualifications

(1) An act performed by the QMSA committee, a subcommittee or a person acting as a member of the QMSA committee is taken to have been validly performed.

(2) Subrule 28(1) applies even if the act was performed when:-

(a) there was a defect in the appointment of a member of the QMSA committee, subcommittee or person Acting as a member of the QMSA committee; or

(b) a QMSA committee member, subcommittee member or person acting as a member of the QMSA committee was disqualified from being a member.

29 Resolutions of QMSA committee without meeting

(1) A written resolution signed or emailed by each member of the QMSA committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

(2) A resolution mentioned in subrule 29(1) may consist of several documents in like form, each signed by 1 or more members of the QMSA committee.

30 First annual general meeting

The first annual general meeting must be held within 6 months after the end date of **The Association's** first reportable financial year.

31 Subsequent annual general meetings

Each subsequent annual general meeting must be held:-

(a) at least once each year; and

(b) within 6 months after the end date of **The Association's** reportable financial year.

31A QMSA committee members to be elected at annual general meeting

The Association must elect the members of the QMSA committee at each annual general meeting of **The Association**.

32 Other business for the annual general meeting of large incorporated associations and particular medium and small incorporated associations

(1) This rule applies if **The Association** is:-

(a) a large, incorporated association to which sections 59A and 59AA of the **Act** apply; or

(b) a medium incorporated association to which sections 59A and 59AA of the **Act** apply; or

(c) a small, incorporated association to which sections 59A and 59AA of the **Act** apply.

(2) The following business must be conducted at each annual general meeting of **The Association**:-

(a) receiving **The Association's** financial statement, and audit report, for the last reportable financial year.

(b) presenting the financial statement and audit report to the meeting for adoption.

(c) for a large, incorporated association—appointing an auditor or an accountant for the present financial year.

(d) for a medium or small incorporated association—appointing an auditor, an accountant or an approved person for the present financial year.

33 Other business for annual general meeting of other medium incorporated associations

(1) This rule applies if **The Association** is a medium incorporated association to which sections 59A and 59AB of the **Act** apply.

(2) The following business must be conducted at each annual general meeting of **The Association**:-

(a) receiving **The Association's** financial statement, and verification statement, for the last reportable financial year.

(b) presenting the financial statement and verification statement to the meeting for adoption.

(c) appointing an auditor, an accountant or an approved person for the present financial year.

34 Other business for annual general meeting of other small incorporated associations

(1) This rule applies if **The Association** is a small, incorporated association to which sections 59A and 59AB of the **Act** apply.

(2) The following business must be conducted at each annual general meeting of **The Association**:-

(a) receiving **The Association's** financial statement, and verification statement, for the last reportable financial year.

(b) presenting the financial statement and verification statement to the meeting for adoption.

35 Notice of general meeting

(1) The Secretary may call a general meeting of **The Association**.

(2) The Secretary must give at least 21 day's notice of the meeting to each member of **The Association**.

(3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.

(4) The QMSA committee may decide the way in which the notice must be given.

(5) However, notice of the following meeting must be given in writing—

(a) a meeting called to hear and decide the appeal of a person against the QMSA committee's decision:-

(i) to reject the person's application for membership of **The Association**; or

(ii) to terminate the person's membership of **The Association**;

(b) a meeting called to hear and decide a proposed special resolution of **The Association**.

(6) A notice of a general meeting must state the business to be conducted at the meeting.

36 Quorum for, and adjournment of, general meeting

(1) The quorum for a general meeting is at least the number of members elected or appointed to the QMSA committee at the close of **The Association's** last general meeting plus 1.

(2) However, if all members of **The Association** are members of the QMSA committee, the quorum is the total number of members less 1.

(3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

(4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the QMSA committee or **The Association**, the meeting lapses.

(5) 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 QMSA committee or **The Association**:-

(a) the meeting is to be adjourned for at least 7 days; and

(b) the QMSA committee is to decide the day, time and place of the adjourned meeting.

(6) 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.

(7) If a meeting is adjourned under subrule 36(6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

(8) 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.

(9) 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.

37 Procedure at general meeting

(1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in subrule 37(1) is taken to be present at the meeting.

(3) At each general meeting:-

(a) the President is to preside as chairperson; and

(b) 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 members present must elect 1 of their number to be chairperson of the meeting; and

(c) the chairperson must conduct the meeting in a proper and orderly way.

38 Voting at general meeting

(1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

(2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

(3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

(4) The method of voting is to be decided by the QMSA committee.

(5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

(7) 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.

39 Special general meeting

(1) The Secretary must call a special general meeting by giving each member of **The Association** notice of the meeting within 14 days after:-

(a) being directed to call the meeting by the QMSA committee; or

(b) being given a written request signed by:-

(i) at least 33% of the number of members of the QMSA committee when the request is signed; or

(ii) at least the number of ordinary members of **The Association** equal to double the number of members of **The Association** on the QMSA committee when the request is signed plus 1; or

(c) being given a written notice of an intention to appeal against the decision of the QMSA committee:-

(i) to reject an application for membership; or

(ii) to terminate a person's membership.

(2) A request mentioned in subrule 39 (1)(b) must state:-

(a) why the special general meeting is being called; and

(b) the business to be conducted at the meeting.

(3) A special general meeting must be held within 3 months after the Secretary:-

(a) is directed to call the meeting by the QMSA committee; or

(b) is given the written request mentioned in subrule 39(1)(b); or

(c) is given the written notice of an intention to appeal mentioned in subrule 39(1)(c).

(4) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

40 Proxies *(attachments A & B)*

(1) A member wishing to appoint a proxy must complete **attachment A** and return to the Secretary.

(2) The instrument appointing a proxy must:-

(a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or

(b) if the appointor is a corporation:-

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of **The Association** or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, must complete **attachment B** and return to the Secretary**.**

41 Minutes of general meetings

(1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered into a digitally stored designated QMSA account.

(2) To ensure the accuracy of the minutes:-

(a) 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

(b) 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.

(3) If asked by a member of **The Association**, the Secretary must, within 28 days after the request is made:-

(a) make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) give the member copies of the minutes of the meeting.

(4) **The Association** may require the member to pay the reasonable costs of providing copies of the minutes.

42 By-laws

(1) The QMSA committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of **The Association.**

(2) A by-law may be set aside by a vote of members at a general meeting of **The Association**.

43 Alteration of rules

(1) Subject to the **Act**, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

(2) However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive *(which for the purpose of clarity means the Qld Department of Justice and Attorney General).*

45 Funds and accounts

(1) The funds of **The Association** must be kept in an account in the name of **The Association** in a financial institution decided by the QMSA committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of **The Association**.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) A payment by **The Association** of $100 or more must be made by electronic funds transfer.

(5) If a payment of $100 or more is made, the payment must be approved by any 2 of the following:-

(a) President; or

(b) Secretary; or

(c) Treasurer; or

(d) Any 1 of up to 3 other members of the QMSA committee who have been authorised by the QMSA committee for electronic funds transfer.

(6) However, 1 of the persons who signs the electronic funds transfer must be the **President**, **Secretary** or the **Treasurer**.

(7) A petty cash account must be kept on the imprest system, and the QMSA committee must decide the amount of petty cash to be kept in the account.

(8) All expenditure must be approved or ratified at a QMSA committee meeting.

46 General financial matters

(1) On behalf of the QMSA committee, 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.

(2) The income and property of **The Association** must be used solely in promoting **The Association's** objects and exercising **The Association's** powers.

(3) No part of **The Association's** income or property is to be distributed, paid or transferred by way of a bonus, dividend or other similar payment to **The Association's** members.

(4) Subrule (3) does not apply to:-

(a) reasonable remuneration paid to a member of **The Association** for work done by the member for or on behalf of **The Association**; or

(b) reimbursement of expenditure by the member.

47 Documents

The QMSA committee must ensure the safe custody of books, documents, instruments of title and securities of **The Association**. Safe storage may also occur in electronic format.

48 Financial Year

The end date of **The Association's** financial year is 28th February in each year.

49 Distribution of surplus assets to another entity

(1) This rule applies if **The Association**:-

(a) is wound-up under part 10 of the **Act;** and

(b) has surplus assets.

(2) The surplus assets must not be distributed among the members of **The Association**.

(3) The surplus assets must be given to another entity:-

(a) having objectives similar to **The Association's** objectives; and

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

(4) Subrule 49(3) applies subject to rule 50.

(5) In this rule— ***surplus assets*** see section 92(3) of the **Act**.

50 Transfer of relevant assets and distribution of other surplus assets on winding-up

(1) This rule applies to an association that has been endorsed as a deductible gift recipient under the Income Tax Assessment Act 1997 (Cwlth) if **The Association** –
(c) is wound-up under part 10 of the **Act**; and
(d) has surplus assets.

(2) **The Association** must transfer **The Association's** relevant assets to another entity that has been endorsed as a deductible gift recipient under that **Act**.

(3) If **The Association** is a charity registered under the Australian Charities and Not-for-profits Commission **Act** 2012 (Cwlth), the entity to which **The Association**'s relevant assets are transferred must be a charity at law.

(4) Any surplus assets that are not relevant assets must be distributed under rule 49 of the **Act**.

(5) In this rule:-

relevant assets, of an association, means **The Association's** surplus assets that are:-
(a) gifts of money or property given to **The Association** for use for its principal purpose; or
(b) contributions made in relation to a fund-raising event within the meaning of the Income Tax Assessment Act 1997 (Cwlth) held for the principal purpose of **The Association**; or
(c) money received by **The Association** because of the gifts or contributions mentioned in subrule 50(a) or (b).

surplus assets see section 92(3) of the **Act**.

51 Distribution of relevant assets on revocation of endorsement as deductible gift recipient

(1) this rule applies if an association's endorsement as a deductible gift recipient under the Income Tax Assessment Act 1997 (Cwlth) is revoked under the Act.

(2) The association must transfer the association's relevant assets to another entity that has been endorse as a deductible gift recipient under the Act.

(3) In this rule:-

Relevant assets, of an association, see rule 50

Surplus assets section 92(3) of the Act

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