



RULES

(Constitution)

of the

Caboolture Regional Car Club

Incorporated

Approved at the General Meeting of: 04/12/2024

Registered with Office of Fair Trading: 25/03/2025

Lance Haslewood OAM JP
President

Date: 02/04/2025



Nigel Woodward
Secretary

Date: 02/04/2025

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CABOOLTURE REGIONAL CAR CLUB INC **RULES OF INCORPORATED ASSOCIATION**

Passed by members at the general meeting held on 00/00/2024.

1. Interpretation

1. In these Rules:
 - (a) 'Act' means, The Associations Incorporation Act 1981 (Queensland).
 - (b) 'The Association' means, Caboolture Regional Car Club Incorporated (CRCC Inc).
 - (c) 'Committee' means, Management Committee of The Association.
 - (d) 'Present' means:
 - (i) at a Management Committee Meeting. See Rule 22 (6);
 - (ii) at a General Meeting. See Rule 36(2).
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

- (1) The name of the Incorporated Association is: Caboolture Regional Car Club Inc. **(The Association)**.

3. Objects

- (1) The objects of The Association are:
 - (a) Promotion, preservation and restoration of any car, stock or modified condition.
 - (b) To organise and promote car runs, outings, social and motoring events.
 - (c) To assist members by the exchange of information and assistance, in the acquisition and restoration and maintenance of such vehicles.
 - (d) To promote inter-club relations between members of other car clubs by holding functions in association with these clubs.

4. Powers

- (1) The Association has the power 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.
- (3) The Association may also issue secured and unsecured notes, debentures and debenture stock for The Association.
- (4) To subscribe to, become a member of, and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of 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 45.

5. Classes of Members

- (1) The membership of The Association consists of the following classes of members:
 - (a) Ordinary.
 - (b) Associate.
 - (c) Life.
- (2) The number of ordinary members is unlimited.

(3) Ordinary Membership

- (a) An ordinary member is defined as an individual:
 - (i) Who is 16 years or over, and

- (ii) Has a genuine interest in motor vehicles and the aims/objectives of The Association, and
 - (iii) Has completed a Membership Application Form, and
 - (iv) Has been approved for admission to The Association by the membership officer.
- (b) Every financial ordinary member present at any meeting of The Association is entitled to one (1) vote.

(4) Associate Membership

- (a) An associate member is defined as an individual:
 - (i) Has a genuine interest in motor vehicles and the aims/objectives of The Association, and
 - (ii) Is a spouse/partner or family member of a financial member of The Association, and
 - (iii) Has completed a Membership Application Form, and
 - (iv) Has been approved for admission to The Association by the membership officer.
- (b) An Associate has all of the rights and privileges of an Ordinary Member except that he/she:
 - (i) Has no voting rights, and
 - (ii) Does not contribute to a quorum at Association meetings, and
 - (iii) Cannot be nominated or appointed as an office bearer of The Association, unless they obtain an ordinary membership at the time of nomination.

(5) Life Membership

- (a) The committee may award a life membership to a financial member after 10 years of continuous membership and for outstanding and conspicuous service or contribution to The Association.
- (b) A life member has all the rights and privileges of a financial ordinary member.
- (c) The percentage of active life members should not exceed 10 percent of the membership.

6. New Membership

- (1) An applicant for membership of The Association must be proposed by one member of The Association (the proposer) and seconded by another member (the seconder).
- (2) An application for membership must be:
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder; and
 - (c) on the committee-approved membership application form.

7. Membership Fees

- (1) The membership fee for each ordinary membership and for each other class of membership is:
 - (a) The amount decided by the members at a general meeting.
 - (b) Payable when, and in the way, the committee decides.

8. Admission and Rejection of New Members

- (1) The membership officer must ensure that, when a membership application has been received, it is processed in a timely and efficient manner. The membership officer, as soon as practicable after the application has been processed, is to provide the applicant:
 - (a) written notice stating acceptance to The Association, and
 - (b) The Association's public liability insurance details including the name of the underwriter and the amount insured.
- (2) The membership officer is to submit to the committee a monthly summary of new memberships.
- (3) The committee reserves the right to reject a membership application or a membership renewal.

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; the later time.
- (3) The committee may terminate a life membership or 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 two (2) months; or
 - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of a member or of The Association.
- (4) Before the 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 committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
- (6) When a membership fee has been in arrears beyond two (2) months, the member is deemed to be no longer a member of The Association.

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 one (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 bring it to the attention of the committee and table it at the next general meeting to decide the appeal.
- (4) A member whose membership has been terminated from The Association may not re-join The Association.

11. General Meeting to Decide Appeal

- (1) At the general 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.
- (2) Also, the committee or 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.
- (3) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (4) If a person whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

12. Register of Members

- (1) The membership officer must keep a register of members of The Association.
- (2) The register must include the following particulars for each member:
 - (a) membership number;
 - (b) full name;
 - (c) email address;
 - (d) phone number;
 - (e) the postal or residential address;
 - (f) the date of admission;
 - (g) date of resignation;
 - (h) date of termination or reinstatement of membership;

- (i) any other particulars the committee or the members at a general meeting decide.

13. 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, commercial purposes, or to discredit or demean another member of The Association; 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.

14. Appointment or Election of Secretary

- (1) 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) a member of The Association elected by The Association as secretary; or
 - (b) any of the following persons appointed by the committee as secretary:
 - (i) a member of The Association's 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 committee must ensure a secretary is appointed or elected for The Association within one (1) month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the committee must ensure a secretary is appointed or elected for The Association within one (1) month after the vacancy happens.
- (4) If the committee appoints a person mentioned in Sub-Rule (1)(b)(ii) as secretary to fill a casual vacancy on the committee, the person becomes a member of the committee.
- (5) If the committee appoints a person mentioned in Sub-Rule (1)(b)(iii) as secretary, the person does not become a member of the committee.
- (6) In this Rule, 'casual vacancy', on a committee, means a vacancy that happens when an elected member of the committee resigns, dies or otherwise stops holding office.

15. Removal of Secretary

- (1) The committee of The Association may at any time remove a person elected by the members or appointed by the committee as the secretary.
- (2) If the committee removes a secretary who is a person mentioned in Rule 14(1)(b)(i), the person remains a member of the committee.
- (3) If the committee removes a secretary who is a person mentioned in Rule 14(1)(b)(ii) and who has been appointed to a casual vacancy on the committee under Rule 14(5), the person no longer remains a member of the committee.

16. Functions of Secretary

- (1) 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; and

17. Membership of Committee

- (1) The committee of The Association consists of a President, secretary, Treasurer, and any other members The Association members elected at a general meeting.
- (2) A member of the committee, other than a secretary appointed by the committee under Rule 14(1)(b)(iii), must be a member of The Association.

- (3) At each annual general meeting of The Association, the members of the committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of The Association may be appointed to a casual vacancy on the committee under Rule 20.

18. Electing the Committee

- (1) A member of the committee may only be elected as follows:
 - (a) any two (2) members of The Association may nominate another member (the candidate) to serve as a member of the committee.
 - (b) the nomination:
 - (i) may be in writing; and
 - (ii) must be signed by the candidate and the members who nominated him or her; and
 - (iii) received by the secretary before the annual general meeting at which the election is to be held;
 - (c) each member of The Association present and eligible to vote at the annual general meeting may vote for one (1) candidate for each vacant position on the committee.
 - (d) nominations may also 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) has been a continuous financial member for not less than 12 months; and
 - (c) is not ineligible to be elected as a member under Section 61A of the Act.
- (3) If required by the committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (4) The committee must ensure that, before a candidate is elected as a member of the 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 name of the underwriter and the insured amount.

19. Resignation, Removal or Vacation of Office of Committee Member

- (1) A member of the 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.
 - (c) 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.
 - (d) 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.
 - (e) A member has no right of appeal against the member's removal from office under this Rule.
 - (f) A member who has been removed from the committee may not renominate for a committee position.
 - (g) A member immediately vacates the position of office in the circumstances mentioned in Section 64(2) of the Act.

20. Vacancies on Committee

- (1) If a casual vacancy happens on the 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 committee may act despite a casual vacancy on the committee.
- (3) However, if the number of committee members is less than the number fixed under Rule 23(1) as a quorum of the committee, the continuing members may act only to:

- (a) increase the number of committee members to the number required for a quorum;
or
- (b) call a general meeting of The Association.

21. Functions of Committee

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

Note: The Act prevails if The Associations Rules are inconsistent with the Act. See Section 1B of the Act.

- (3) The 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 Associations 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 Sub-Rule (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 one financial institution for The Association; the financial institution nominated by the committee.

22. Meetings of Committee

- (1) Subject to this rule, the committee may meet and conduct its proceedings as it considers appropriate.
- (2) The committee must meet at least once every four (4) months to exercise its functions.
- (3) The 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 committee.
- (5) The 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 Sub-Rule (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) A member of the 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.
- (9) The President is to preside as chairperson at a committee meeting.
- (10) If there is no president or if the president is not present within 10 minutes after the time fixed for a committee meeting, the members may choose one (1) of their number to preside as chairperson at the meeting.

23. Quorum for, and Adjournment of, Committee Meeting

- (1) At a 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 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 committee meeting called other than on the request of the members of the committee:
 - (a) the meeting is to be adjourned for at least one (1) day; and
 - (b) the members of the committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in Sub-Rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

24. Special Meeting of Committee

- (1) If the secretary receives a written request signed by at least 33% of the members of the 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
 - (c) the business to be conducted at the meeting.
- (5) A special meeting of the committee must be held within 14 days after notice of the meeting is given to the members of the committee.

25. Minutes of Committee Meetings

- (1) The secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each committee meeting are entered in a minute book or in an approved electronic format.
- (2) To ensure the accuracy of the Minutes, the Minutes of each committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next committee meeting, verifying their accuracy.

26. Appointment of Sub-Committees

- (1) The committee may appoint a sub-committee consisting of members of The Association considered appropriate by the committee to help with the conduct of The Associations operations.
- (2) A member of the sub-committee who is not a member of the committee is not entitled to vote at a committee meeting.
- (3) A sub-committee 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 one (1) of their number to be chairperson of the meeting.
- (5) A sub-committee may meet and adjourn as it considers appropriate.
- (6) A question arising at a sub-committee 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.

27. Acts not Affected by Defects or Disqualifications

- (1) An act performed by the committee, a sub-committee or a person acting as a member of the committee is taken to have been validly performed.
- (2) Sub-Rule (1) applies even if the act was performed when:

- (a) There was a defect in the appointment of a member of the Management committee, sub-committee or person acting as a member of the committee; or
- (b) a committee member, sub-committee member or person acting as a member of the committee was disqualified from being a member.

28. Resolutions of Committee Without Meeting

- (1) A written resolution signed by each member of the 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 Sub-Rule (1) may consist of several documents in like form, each signed by one (1) or more members of the committee.

29. First Annual General Meeting

- (1) The first annual general meeting must be held within six (6) months after the end date of The Association's first reportable financial year.

30. Subsequent Annual General Meetings

- (1) Each subsequent annual general meeting must be held:
 - (a) at least once each year; and
 - (b) within six (6) months after the end date of The Association's reportable financial year.

31. Notice of General Meeting

- (1) The secretary may call a general meeting of The Association.
- (2) The secretary must give at least 14 days' 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 committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing:
 - (a) a meeting called to hear and decide the appeal of a person against the committee's decision:
 - (i) to reject the person's application for membership of The Association; or
 - (ii) terminate the member'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.

32. Quorum for, and Adjournment of, General Meeting

- (1) The quorum for a general meeting is at least double the number of members elected or appointed to the committee at the close of The Association's last general meeting plus one (1).
- (2) However, if all members of The Association are members of the committee, the quorum is the total number of members less one (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 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 committee or The Association:
 - (a) the meeting is to be adjourned for at least seven (7) days; and
 - (b) the committee is to decide the day, time and place of the adjourned meeting.
- (7) 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.
- (8) If a meeting is adjourned under Sub-Rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

- (9) 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.
- (10) 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.

33. 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 Sub-Rule (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 one (1) of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

34. 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 one (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 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 two (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.

35. 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 committee; or
 - (b) being given a written request signed by:
 - (i) at least 33% of the number of members of the committee; or
 - (ii) at least the number of ordinary members of The Association equal double the number of members of The Association on the committee when the request is signed plus one (1); or
 - (c) being given a written notice of an intention to appeal against the decision of the committee:
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in Sub-Rule (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 three (3) months after the secretary:
 - (a) is directed to call the meeting by the committee; or
 - (b) is given the written request mentioned in Sub-Rule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in Sub-Rule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the President must call the meeting.

36. Proxies

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form:

Proxy Form
Caboolture Reginal Car Club Inc.

I..... of
Being a life/financial member of The Association, appoint
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 of20
at any adjournment of the meeting.
Signed this day of20
Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions: [*List relevant resolutions*].

Signature:

- (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 a 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, the instrument appointing the proxy must be in the following or similar form:

37. 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 in a minute book or in an approved electronic format.
- (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.
- (c) If asked by a member of The Association, the secretary must, within 28 days after the request is made:
- (i) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (ii) give the member copies of the minutes of the meeting.
- (d) The Association may require the member to pay the reasonable costs of providing copies of the Minutes.

38. By-Laws

- (1) The 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.

39. 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.

40. Common Seal

- (1) The committee must ensure The Association has a Common Seal.
- (2) The Common Seal must be:
 - (a) kept securely by the secretary; and
 - (b) used only under the authority of the committee.
- (3) Each Instrument to which the seal is attached must be signed by a member of the committee and countersigned by:
 - (a) the secretary; or
 - (b) another member of the committee; or
 - (c) someone authorised by the committee.

41. 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 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 \$100.00 or more must be made by electronic funds transfer.
- (5) If a payment of \$100 or more is made by electronic funds transfer, the transaction must be approved by any two (2) of the following:
 - (a) President.
 - (b) Secretary.
 - (c) Treasurer.
 - (d) Any one (1) of three (3) other members of The Association who have been authorised by the committee to approve electronic funds transactions by The Association.
- (6) However, one (1) of the persons to approve the electronic funds transfer must be either the president, the secretary or the treasurer.
- (7) A petty cash account must be kept on the imprest system, and the committee must decide the amount of petty cash to be kept in the account.
- (8) All expenditure must be approved or ratified by the committee.

42. General Financial Matters

- (1) On behalf of the 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.

43. Safe Custody of Documents

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

44. Financial Year

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

45. Distribution of Surplus Assets (Property) 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 objects similar to The Association's objects; and
 - (b) the Rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this Rule; Surplus Assets see Section 92(3) of the Act.

46A. 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 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:
 - (a) to the other party; and
 - (b) if the other party is not the management committee, to the management committee.
- (4) If two or more members initiate a grievance procedure in relation to the same subject matter, the management 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 46B 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 46B, if the aggrieved party asks the association's secretary to refer the dispute to mediation under Sub-Rule (6), the management committee must refer the dispute within 14 days after the request.

46B. 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 management 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 46A(6).
- (2) The management committee does not have to act under Rule 46A(5) or (7) if:
 - (a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management 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 started 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 the dispute relates to a matter that has already been subject of the grievance procedure.

46C. Appointment of Mediator

- (1) If a dispute under Rule 46A 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 management committee; or
 - (ii) for a dispute between a member and the management committee or the association-an accredited mediator or a mediator appointed by the director of the 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 Sub-Rule (2) applies, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

46D. Conduct of Mediation

- (1) If a mediator is appointed under Rule 49, 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) Sub-Rule (1) does not apply if the mediator is 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 time required under Sub-Rule (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.

46E. Representation for Grievance Procedure

- (1) A party to a dispute may appoint any person to act on behalf of the party in the grievance procedure.
- (2) If a party appoints a person under Sub-Rule (1) to be the party's representative, the party must give written notice of the appointment to each of the following entities:
 - (a) the other party to the dispute;
 - (b) the management committee;
 - (c) if a mediator has been appointed before the party appoints the representative; the mediator.
- (3) A representative who acts for a party at a mediation must:
 - (a) have sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
 - (b) be authorised to negotiate an agreement for the party.

46F. Electronic communication for Grievance Procedure

- (1) 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 agrees.

Revision History

Date	Action (Special Resolution)
09/03/1994	Original Submission of Rules to Office of Fair Trading upon application for Incorporation.
03/04/1998	Amendment to <u>Rules 2(1) and 6(3)</u> .
18/07/1999	<ul style="list-style-type: none"> Amendment to <u>Rule 1</u>; Association name change from Caboolture Regional Holden Car Club Inc to Caboolture Regional Car Club Inc. Amendment to <u>Rule 2(i)</u>; Promotion, preservation and restoration of any car, stock or modified. Deletion of <u>Rule 4(2)</u>; Membership shall be restricted to owners interested in the preservation and restoration of early Holden motor vehicles not exceeding 1948 FX to 1971 I Series.
30/06/2006	<ul style="list-style-type: none"> Inclusion of <u>Rule 5A</u>; Guidelines for Life Membership. Inclusion of <u>Rule 5(1)</u>; Foundation Members, Exceptional Circumstances
02/11/2016	Complete re-write and update of The Association Rules based on Model Rules V6.
00/00/2024	<ul style="list-style-type: none"> <u>Rule 5, Classes of Members.</u> <ol style="list-style-type: none"> Sub-Paras (3)(a)(iv) and (4)(a)(iv), <u>DELETE</u>: 'committee' and <u>INSERT</u>: 'membership officer'. <u>Sub-Para (4)(3)</u>, <u>DELETE</u>: 'Cannot be nominated or appointed as an Office Bearer of The Association' and <u>INSERT</u>: 'Cannot be nominated or appointed as an office bearer of The Association, unless they obtain an ordinary membership at the time of nomination'. <u>Sub-Para (5)(b)(c)</u>, <u>DELETE</u>: in total: 'To remain an 'active' Life Member of The Association, the Life Member is to return to the Membership Officer a fully completed membership renewal form by 30th June each year'. <u>Rule 7, Membership Fees.</u> <ol style="list-style-type: none"> <u>Sub-Para (7)(1)(a)</u>, <u>DELETE</u>: 'from time-to-time'. <u>Sub-Paras (7)(1)(c) and (d)</u>, <u>DELETE</u>: in total: '(c) Until otherwise determined, Ordinary Membership shall be \$30.00 for the first year of membership and every year thereafter. (d) Until otherwise determined, Associate Membership shall be \$10.00 for the first year of membership and every year thereafter'. <u>Rule 8. Admission and Rejection of New Members.</u> <u>DELETE</u>: Rule in its entirety: <ol style="list-style-type: none"> The Committee must consider an application for membership at the next committee meeting held after it receives: <ol style="list-style-type: none"> the application for membership; and the appropriate membership fee for the application. The membership Officer Committee must ensure that, as soon as possible after the person applies to become a member of The Association, and before the Committee considers the person's application, the person is advised: <ol style="list-style-type: none"> whether or not The Association has public liability insurance; and if The Association has public liability insurance, the amount of the insurance. The Committee must decide at the meeting whether to accept or reject the application. If a majority of the members of the Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for. The Secretary of The Association must, as soon as practicable after the Committee decides to accept or reject an application, give the applicant a written notice of the decision. <p><u>Insert new Rule:</u></p>

	<p>(1) The membership officer must ensure that, when a membership application has been received, it is processed in a timely and efficient manner. The membership officer, as soon as practicable after the application has been processed, is to provide the applicant:</p> <p>(a) written notice stating acceptance to The Association, and</p> <p>(b) The Association's public liability insurance details including the name of the underwriter and the amount insured.</p> <p>(2) The membership officer is to submit to the committee a monthly summary of new memberships.</p> <p>(3) The committee reserves the right to reject a membership application or a membership renewal.</p> <ul style="list-style-type: none"> • <u>Rule 9, When Membership Ends.</u> <u>AMEND:</u> 'The Committee may terminate a member's membership if the member:' to 'The Committee may terminate a life member or a member's membership if the member:' • <u>Rule 10, Appeal against Rejection or Termination of Membership.</u> <u>Sub-Para 10(3), DELETE:</u> ' If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a general meeting to decide the appeal' and <u>INSERT:</u> ' If the secretary receives a notice of intention to appeal, the secretary must bring it to the attention of the committee and table it at the next general meeting to decide the appeal'. • <u>Rule 11, General Meeting to Decide Appeal.</u> <u>Sub-Para 11(1), DELETE Rule in its entirety:</u> 'The general meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal'. • <u>Rule 12, Register of Members.</u> <ol style="list-style-type: none"> 1. <u>Sub-Para 12(1), DELETE:</u> 'Committee', and <u>INSERT:</u> 'membership officer'. 2. <u>Sub-Para 12(2), INSERT:</u> 'email address' and 'phone number'. • <u>Rule 13, Prohibition on use of Information on Register of Members.</u> <u>Sub-Para 13(1)(a), Insert (at end of paragraph):</u> 'or to discredit or demean another member of The Association'. • <u>Rule 14, Appointment or Election of Secretary.</u> <u>Sub-Para 14(4), DELETE Rule in its entirety:</u> 'If the Committee appoints a person mentioned in Sub-Rule (1)(b)(ii) as Secretary, other than to fill a casual vacancy on the Committee, the person does not become a member of the Committee'. • <u>Rule 15, Removal of Secretary.</u> <u>Sub-Para (15)(3), AMEND:</u> 'If the Committee removes a Secretary who is a person mentioned in Rule 14(1)(b)(ii) and who has been appointed to a casual vacancy on the Committee under Rule 14(5), the person remains a member of the Committee'. <u>TO:</u> 'If the committee removes a secretary who is a person mentioned in Rule 14(1)(b)(ii) and who has been appointed to a casual vacancy on the committee under Rule 14(5), the person will no longer remain a member of the committee'. • <u>Rule 25, Minutes of Committee Meeting.</u> <u>Sub-Para 25(1), AMEND:</u> 'The Secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each Committee meeting are entered in a minute book'. <u>TO:</u> 'The secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each committee meeting are entered in a minute book or in an approved electronic format'. • <u>Rules 31, 32 and 33, Business to be Conducted at annual general meeting of Level 1 Incorporated Association and Particular Level 2 and 3 Incorporated Associations.</u> <u>DELETE in its entirety.</u> • <u>Rule 40, Minutes of General Meeting.</u> <u>Sub-Para 40(1), AMEND:</u> 'The Secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book'. <u>TO:</u> 'The Secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book or in an approved electronic format'. (Renumbered to Sub-Rule 37.)
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	<ul style="list-style-type: none">• <u>Rule 44, Funds and Accounts.</u><ol style="list-style-type: none">1. <u>Sub-Paras 44(4) and (5), DELETE: 'Cheque'.</u>2. <u>Sub-Para 44(6), 'However, one (1) of the persons who signs the cheque must be the President, the Secretary or the Treasurer'. DELETE in its entirety.</u>3. <u>Sub-Para 44(7), 'Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable'. DELETE in its entirety.</u> (Renumbered to Sub-Rule 41.)• <u>Rule 46A/B/C/D/E/F, Grievance Procedure. INSERT.</u>
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