

CONSTITUTION
OF THE
PINE RIVERS BUDGERIGAR SOCIETY INC

HEREIN AND HEREAFTER REFERRED TO AS THE
"SOCIETY"

March 1998

CONSTITUTION AND RULES OF

THE PINE RIVERS BUDGERIGAR SOCIETY INC.

1. The name of the Association shall be:-
THE PINE RIVERS BUDGERIGAR SOCIETY INCORPORATED
(hereinafter called "the Society").
The colours of the Society shall be:
Green and Gold
2. The objects of the Society shall be:-
 - (1) To promote and establish in the Pine Rivers area an organisation through which individuals may bring about the improvement of the Budgerigar, to cater for the welfare of fanciers and at all times encourage those interested in the breeding and exhibiting of budgerigars.
 - (2) To adopt, establish, revise and maintain uniform standards for the fancy, and to combine with other Societies for that purpose.
 - (3) To compile rules and regulations for shows, exhibitions and competitions in Pine Rivers and surrounding districts.
 - (4) To protect the interests of members at all times and, in particular, at shows held under the rules of the Society.
 - (5) To suppress fraudulent, dishonourable conduct in matters of breeding, exhibiting and judging.
 - (6) To seek beneficial legislation if necessary for the fancy.
 - (7) To exercise strict control over rings issued and bought through the Society.
 - (8) To encourage a friendly atmosphere amongst fanciers.
3. And without limiting such powers of the Society:
 - (1) To subscribe to, become a member of and co-operate with any other Society, club or organisation; whether incorporated or not, whose objects are altogether or in part, similar to those of the Society provided that the Society 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 Society under or by virtue of rule 26 (10);
 - (2) In furtherance of the objects of the Society to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Society or persons frequenting the Society's premises
 - (3) To promote and encourage correspondence and friendly communication with kindred institutions.
 - (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Society. Provided that in case the Society shall take or hold any property which may be subject to any trusts the Society shall only deal with the same in such manner as is allowed by law having regard to such trusts.
 - (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society: to obtain from any such Government or Authority any rights, privileges and concessions which the Society may think it desirable to obtain: and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
 - (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Society.
 - (7) To remunerate any person or body corporate for services rendered, or to be rendered and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing securities of the incorporated society, or in or about the incorporated Society, or in the furtherance of its objects.
 - (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Society's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
 - (9) To invest and deal with the money of the Society not immediately required in such manner as may from time to time be thought fit.
 - (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.

- (11) In furtherance of the objects of the Society to lend or advance money or give credit to any person or body corporate: to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate.
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien other security upon the whole or any part of the incorporated Society's property or assets present or future and to purchase, redeem or pay-off any such securities.
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills or exchange, bills of lading and other negotiable or transferable instruments.
- (14) In furtherance of the objects of the Society to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or part of the property and rights of the Society.
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, of any part of the Society's property of whatsoever kind sold by the Society, or any money due to the Society from purchasers and others.
- (16) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Society but subject to the provision in sub-rule 3(4).
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Society, in the shape of donations, annual subscriptions or otherwise.
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Society may think desirable for the promotion of its objects.
- (19) In furtherance of the objects of the Society to amalgamate with any one or more incorporated Associations having objects altogether or in part similar to those of the Society and which prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the society under or by virtue of rule 26 (10).
- (20) In furtherance of the objects of the Society to purchase or otherwise acquire and undertake all or any parts of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Society is authorised to amalgamate.
- (21) In furtherance of the objects of the Society to transfer all or any part of the property, assets, liabilities and engagements of the Society to any one or more of the incorporated Associations with which the Society is authorised to amalgamate.
- (22) To make donations for patriotic, charitable or community purposes.
- (23) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society.

CLASSES OF MEMBERS

4. (1) The members of the Society shall consist of
 - a. Ordinary members
 - b. Partnership - 2 or more fanciers, exhibiting and breeding their birds together. A partnership is entitled to one vote only. Partnership member-ships shall appoint a delegate to act as a representative. The representative shall be responsible for all matters in the Constitution pertaining to an individual.
 - c. Family - the spouse or de-facto and children under the age of 18 years of an ordinary member.
 - d. Junior (under 18 years of age)
 - e.
 1. Pensioner - any person issued with a current aged or invalid pension card..
 2. Full-time student ; any person issued with a current full-time student pass.
 - f. Honorary life members
- (2) The number of members in all categories shall be unlimited.
- (3) Membership shall be open to those who are interested in the improvement of the budgerigar and in the welfare of the fancy and shall be of the following sections: Open, Novice, Beginner and Junior.
- (4) New members: Every application for membership shall be proposed and seconded by members of the Society.
- (5)
 - a. The financial year of the Society shall end at 31st December.
 - b. Membership subscriptions shall be what is applicable for the current year.
 - c. Subscriptions shall be payable annually on or before 1st January. Any member who has not paid by 1st February shall automatically cease to be a financial member as from that date. Only financial members may vote at meetings, hold office or be issued with rings. Any member not financial at the date of the Annual General Meeting shall be sent a reminder and if not financial by the 31st March, shall cease to be a member of the Society.

- (6) Life membership. After eight (8) years of faithful service, a member may be elected a Life Member of the Society upon the vote of a three-quarters majority of those financial members present at an Annual General Meeting.
Notice of a proposal of a Life Membership must be tabled six (6) months prior to the Annual General Meeting.
- (7) Junior Members These members will have no vote in the election of officers, but may vote on all other matters.

MEMBERSHIP

- 5 Every application for any class of membership of the Society shall be proposed by one member of the Society and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.

MEMBERSHIP FEES

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

ADMISSION AND REJECTION OF MEMBERS`

7. (1) At the next meeting of the Management Committee after the receipt of any membership application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (3) Upon the acceptance or rejection of an application for any class of membership, the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection. Should application for membership be rejected, all monies advanced will be refunded in full.

TERMINATION OF MEMBERSHIP

8. (1) A member may resign from the Society at any time by giving notice in writing to Secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member -
- (a) fails to comply with any of the provisions of the rules of the Constitution.
 - (b) has membership fees in arrears at the 31st March
 - (c) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Society, the management committee shall consider whether his/her membership shall be terminated.
 - (d) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership it shall instruct the secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9. (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene within three months of the date of receipt by him/her of such notice, a special general meeting to determine the appeal. At any such meeting, the applicant shall be given the opportunity to fully present his case and the Management committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- (3) Where a person whose application is rejected, does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, there shall not be any refund of any amount of any fee paid.

REGISTER OF MEMBERS

- 10.
- (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Society and the dates of their admission and any other particulars as the Management Committee may require from time to time.
 - (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and re-instatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

MEMBERSHIP OF EXECUTIVE COMMITTEE

- 11.
- 1a. The executive committee of the Society shall consist of Patron, President, Vice President, Secretary, Treasurer, Show Secretary, Chief Steward and Ring Steward, all of whom shall be members of the Society, and such numbers of other members as the members of the Society at any general meeting may from time to time elect or appoint.
 - 1b. The Management Committee of the Society shall consist of the Executive Committee plus eight (8) elected members.
 2. At the Annual General Meeting all of the office bearers for the time being shall be automatically retired from office, as at the conclusion of the presentation of the previous year's balance sheet during the Annual General Meeting, but shall be eligible upon nomination for re-election.
 3. The election of office bearers shall take place in the following manner:-
 - (a) Any two members of the Society shall be at liberty to nominate any other member to serve as an Officer or other member of the Management Committee.
 - (b) The nomination shall be in writing and signed by the nominee and his/her proposer and seconder, all of whom must be financial at the time of election and shall be lodged with the Secretary at least fourteen (14) days prior to the Annual General Meeting at which this election is to take place.
 - (c) All nominations to be opened at the last Management Committee Meeting immediately prior to the Annual General Meeting.
 - (d) Where more nominations are received than are required for a particular position/s, balloting lists shall be prepared containing the names of candidates in alphabetical order and the positions shall be filled by a majority vote.
 - (e) Should at the A.G.M. there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
 4.
 - (a) The management Committee shall have the power at any time to appoint any member of the Society to fill any unfilled or casual vacancy on the Management Committee until the next Annual General Meeting.
 - (b) Any committee member failing to attend three consecutive meetings, shall at the discretion of the Management Committee, cease to be a member of the committee.
12. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary, but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice, when it shall take effect on that later date or such member shall be removed from office at a general meeting of the Society where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON MANAGEMENT COMMITTEE

- 13.
- (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
 - (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy on the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

14. 1. Except as otherwise provided by these rules and subject to resolutions of the members of the Society carried at any general meeting the Management Committee -
 - (a) Shall have the general control and management of the administration of the affairs, property and funds of the Society; and
 - (b) Shall have authority to interpret the meaning of these rules and any matter relating to the Society on which these rules are silent.
 - (c) May appoint from the members of the Society any sub committee or sub committees to attend to any particular facet of the powers of the Management Committee.

2. The Management Committee may exercise all the powers of the Society
 - (a) To borrow or raise or secure the payment of money in such manner as the members of the Society may think fit and secure the same or the payment or performance of any debt, liability, guarantee or other engagement incurred or to be entered into by the Society in any particular way, by the issue of debentures, perpetual or otherwise, charged upon all or any of the Society's property, both present and future, and to purchase, redeem or pay off any such securities:

 - (b) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its' property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Society, and to provide and pay off any such securities; and
 - (c) To invest in such manner as the members of the Society may from time to time determine.

3. The Secretary

shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applied to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting; provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or Annual General meeting.

4. Assistant Secretary:

Shall attend all meetings to assist the Secretary. In his/her absence a member of the Management Committee may be elected to take his/her place. In the absence of the Secretary he/she shall have the full power to act and have a vote.

5. Treasurer:
 - (a) Shall be an ex officio member of all committees.
 - (b) Shall receive all donations including those of meetings and social functions, subscriptions and other monies that may be due, given or payable to the Society; issue all receipts and as soon as practicable, pay all monies into the Society's bank account.
 - (c) Shall keep a faithful record of all receipts and payments of the Society and submit a written report of the financial position at each ordinary or special meeting of the Management Committee.
 - (d) Shall prepare and present at each Annual General Meeting a statement of income and expenditure, for the past year and a balance sheet as at the end of the financial year. Such statement and balance sheet shall be submitted, and duly audited to the Management Committee held before the Annual General Meeting.

6. Show Secretary:

Shall be responsible for carrying out all secretarial duties deemed necessary by the Society for the efficient organisation and running of shows. He/she shall keep a complete record of all winners in the show books. He/she shall be an ex officio member of all committees.

7. Ring Steward.

Shall keep a complete record of all rings issued by the Society and those of other Societies which have declared their rings to this Society and shall furnish the Secretary with a complete list as soon as possible after rings have been issued.

8. Chief Steward.

Shall carry out duties as directed by the Management Committee and shall be an ex officio member of all committees.

9. The Common Seal:

The management committee shall provide for a common seal and for its' safe custody. The common seal shall only be used by the authority of the management committee and every instrument to which the seal is affixed shall be signed by a member of the management committee and shall be countersigned by the secretary or by a second member of the management committee or by some other person appointed by the management committee for the purpose.

10. Documents:

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

MEETINGS OF THE MANAGEMENT COMMITTEE

- 15
- (1) The Management Committee shall meet at least once every calendar month excluding December to exercise its functions
 - (2) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing and signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
 - (3) At every meeting of the Management Committee, half of the number of members on the committee plus one shall be present to constitute a quorum.
 - (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes, and in the case of equality of votes, the question shall be deemed to be decided in the negative.
 - (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Society in which he/she is interested, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.
 - (6) Not less than four (4) days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
 - (7) The President: Shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President or Vice President is not present at the meeting then the members may chose one of their number to chair the meeting.
 - (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 16.
- (1) The Management Committee may delegate any of its powers to a sub committee consisting of such members of the Society as the Management Committee thinks fit. Any sub committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
 - (2) A sub committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
 - (3) A sub committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

17. All acts done by any meeting of the Management Committee or of a sub committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valued as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
18. (1) A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.
- (2) The business to be transacted at Management Committee Meetings are as follows:-
- (a) Reading/Confirmation of the Minutes of the previous Committee Meeting.
 - (b) Reading of Correspondence
 - (c) Presentation of relevant financial information to date, submitting of accounts for payment etc.
 - (d) Reports from sub committees, deputations etc.
 - (e) General Society business.

ANNUAL GENERAL OR GENERAL MEETING

19. The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Society, and at such place as the Management Committee may determine.
- (1) The annual general meeting shall be held within three (3) months of the close of the financial year.
 - (2) The business to be transacted at every Annual General Meeting shall be:
 - (a) Reading of the Minutes of the previous Annual General Meeting.
 - (b) Receiving of the Management Committee's Report
 - (c) Presentation of the Accounting Statement for the past year.
 - (d) Election of Office Bearers to all official positions.
 - (e) The appointment of Auditors
 - (f) The appointment of an Honorary Solicitor
 - (g) Consideration of any recommended alterations, deletions or additions to the Constitution of the Society.
 - (h) Any other business of which due notice has been given.
 - (i) Voting shall be by show of hands or ballot.
 - (j) In the case of an equality of vote, the Chairman shall have a second or casting vote.
 - (k) Junior members are not eligible to vote.
20. The Secretary shall convene a special general meeting -
- (1) When directed to do so by the Management Committee:
 - (2) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Society which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat: or
 - (3) on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- 21
- (1) At any general meeting the number required to constitute the quorum shall be twice the number of members presently on the Executive Committee plus one.
 - (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
 - (3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee of the Society, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
 - (4) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

22. (1) The Secretary shall convene all general meetings of the Association by giving not less than four (4) days notice of any such meeting to the members of the Society.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee; provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
23. Unless otherwise provided by these Rules, at every general meeting:
- (1) The President shall preside as Chairperson, or if there is no President, or if he/she is not present within fifteen (15) minutes after the time appointed for the holding of the meeting, or is unwilling to act, the Vice-President shall be the Chairperson, or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting;
- (2) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- (3) Every question, matter of resolution shall be decided by a majority of votes of the members present;
- (4) Every member shall be entitled to one (1) vote and in the case of an equality of votes the question shall be deemed to be decided in the negative, provided that no member shall be entitled to vote at any general meeting if his/her annual subscription is more than one (1) month in arrears at the date of the meeting;
- (5) Voting shall be by vote of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two (2) members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
- (6) A member may vote in person and on a show of hands every person present, who is a member shall have one (1) vote and in a secret ballot every member present shall have one (1) vote; paid-up membership is entitled to one vote per membership. In the case of a partnership, where partners can not come to an agreement as to how to cast their vote, they will refrain from voting.

BY-LAWS

24. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Society and any by-law may be set aside by a general meeting of members.

ALTERATION OF RULES

25. Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting; Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Department of Consumer Affairs, Brisbane.

FUNDS AND ACCOUNTS

26. (1) The funds of the Society shall be banked in the name of the Society in such bank as the Management Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Society and the particulars usually shown in books of a like nature.
- (3) All monies shall be banked as soon as practicable after receipt thereof;
- (4) Where practicable, all accounts shall be paid by cheque signed by any two (2) of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee;
- (5) Cheques shall be signed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open;
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system;
- (7) All expenditure shall be approved and ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
- a. The income and expenditure for the financial year just ended;
- b. The assets and liabilities of all mortgages, charges and securities affecting the property of the Society at the close of that year.

- (9) All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Society whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out therein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Society provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him/her to the Society or otherwise owing by the Society to him or of remuneration to any officers or servants of the Society or to any member of the Society or other person in return for any services actually rendered to the Society provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Society or reasonable and proper rent for premises demised or let to the Society.

FINANCIAL YEAR

27. The financial year of the society shall close on the 31st December in each year.

DISTRIBUTION OF SURPLUS ASSETS

28.
 1. If the Society shall be wound up subject to the provisions of the Societies Incorporations Act 1981 and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Society, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Society, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Society, such institution or institutions to be determined by the members of the Society.