

**RULES**  
**Save Our Waterways – Now Inc.**  
**Adopted [insert date of adoption]**

**1 Words and expressions have meaning in Act**

- 1.1 A word or expression that is not defined in these model Rules, but is defined in the *Associations Incorporation Act 1981* (Qld) (“**the Act**”) has, if the context permits, the meaning given by the Act.

**2 Name**

- 2.1 The name of the incorporated association is Save Our Waterways – Now Inc. (“**the association**”)

**3 Objects**

- 3.1 The objects of the association are –
- (a)    To rehabilitate, restore and maintain Enoggera Creek catchment waterways and linked habitat areas by supporting and encouraging community participation;
  - (b) To restore catchment health and biodiversity;
  - (c) To provide a best practice working model for catchment group activities;
  - (d) To increase community awareness, understanding and participation;
  - (e) To support and encourage members, interested persons and other relevant organisations to participate in activities relating to the objects of the association;
  - (f) To receive any funds and to distribute these funds in a manner that best attains the objects of the association; and
  - (g) To do all things which are incidental or conducive to the attainment of all or any of the objects of the association.

**4 Powers**

- 4.1 The association has the powers of an individual.
- 4.2 Without limiting Rule 4.1, the association may, for example -
- (a) enter into contracts;
  - (b) acquire, hold, deal with and dispose of property;
  - (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.
- 4.3 The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

## **5 Classes of members**

- 5.1 The membership of the association shall consist of:
- (a) ordinary members,
  - (b) honorary members.
- 5.2 The number of ordinary members is unlimited.
- 5.3 Ordinary members may be natural persons or organisations, which shall have equal rights as members but may have differential membership fees determined in accordance with Rule 7.
- 5.4 A member that is an organisation (“organisational member”) may appoint an individual as a representative of that organisational member to exercise all or any of the powers that the organisational member may, under these Rules or the Act, exercise as a member at general meetings of the association or otherwise relating to resolutions to be passed by the members and:
- (a) the appointment may be a standing one.
  - (b) the appointment may set out restrictions on the representative’s powers;
  - (c) if the appointment is to be by reference to a position held, the appointment must identify the position;
  - (d) the organisational member may appoint more than 1 representative but only 1 representative may exercise the body’s powers at any one time; and
  - (e) unless otherwise specified in the appointment, the representative may exercise, on the organisational member’s behalf, all of the powers that the organisational member could exercise at a meeting or in voting on a resolution.

## **6 Membership**

- 6.1 An applicant for membership of the association must be proposed by 1 member of the association (the **“proposer”**) and seconded by another member (the **“seconded”**).
- 6.2 An application for membership must be-
- (a) in writing;
  - (b) signed by the applicant
  - (c) signed by the applicant's proposer and seconded;
  - (d) in a form decided by the management committee; and
  - (e) in particular shall contain the relevant information required by the management committee in respect of organisations applying for membership.

## **7 Membership fees**

- 7.1 Subject to Rule 7.2, the membership fee for each class of membership is:

- (a) the amount decided by the members from time to time at a general meeting; and
- (b) payable when, and in the way, the management committee decides.

7.2 Notwithstanding any other provision:

- (a) it shall be open to the members at a general meeting to approve differential fees for natural persons and for organisational members, and further:
  - (i) to determinate differential fees amongst members who are natural persons based on explicit criteria for concessional rates of membership; and
  - (ii) to set differential membership fees amongst organisational members based on explicit criteria relating to size, nature or other relevant criteria determined by the members at the general meeting; and
- (b) in any case the membership fee to be paid by honorary members shall be nil and, wherever the context requires in these Rules, honorary members shall automatically be deemed to be financial members of the association.

## 8 Admission and rejection of members

- 8.1 The management committee may in its absolute discretion accept or reject an application for membership;
- 8.2 Subject to Rule 8.3, the management committee must decide at the next meeting following receipt of an application for membership whether to accept or reject the application;
- 8.3 Notwithstanding Rule 8.2, the management committee may delegate authority to a responsible employee of the association to determine whether to accept or reject applications as they are received based on criteria provided by the management committee to the relevant employee;
- 8.4 In any event, applications for membership of the association must be decided promptly;
- 8.5 The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

## 9 When membership ends

- 9.1 A member may resign from the association by giving a written notice of resignation to the secretary of the association (“**the secretary**”)
- 9.2 The resignation takes effect on:
  - (a) the day and at the time the notice is received by the secretary; or
  - (b) if a later day is stated in the notice - the later day.
- 9.3 The management 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 himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

9.4 Before the management 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.

9.5 If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary must give the member a written notice of the decision.

## **10 Appealing rejection or termination of membership**

10.1 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.

10.2 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

10.3 If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.

10.4 At the meeting:

- (a) 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;
- (b) the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.

10.5 An appeal must be decided by a majority vote of the members present at the meeting.

10.6 If a person whose application 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 secretary must, as soon as practicable, refund the application fee paid by the person.

## **11 Register of members**

11.1 The management committee must keep a register of members.

11.2 The register of members must include the following particulars for each member:

- (a) the full name and residential address of the member;
- (b) the date of admission as a member;
- (c) the date of death or resignation of the member;

- (d) details about the termination or reinstatement of membership;
- (e) any other particulars the management committee or the members at a general meeting decide.

11.3 The register must be open for inspection by members at all reasonable times.

11.4 However, before a member may inspect the register, the member must apply, in writing to the secretary to inspect it.

## 12 Secretary

12.1 If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.

12.2 If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.

12.3 The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is:

- (a) a member of the association, elected by the members of the association, as secretary; or
- (b) any of the following persons appointed by the management committee:
  - a member of the association's management committee;
  - a member of the association; or
  - another person.

12.4 The management committee may appoint and remove the association's secretary at any time.

## 13 Membership of management committee

13.1 The management committee of the association consists of a president, vice-president, treasurer, and any other members the association members elect or appoint at a general meeting.

13.2 Each member of the management committee, other than the secretary, must be a member of the association.

13.3 At each annual general meeting of the association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

## 14 Electing the management committee

14.1 A member of the management 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 management committee;
- (b) the nomination must be:

in writing; and

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

given to the secretary at least 14 days before the annual general meeting at which the election is to be held;

- (c) each member present at the annual general meeting may vote for any number of candidates, but not more than the number of vacancies;
- (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

14.2 A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.

14.3 If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

## **15 Management committee members' resignation or removal**

15.1 A management committee member may resign from the committee by giving written notice of resignation to the secretary.

15.2 The resignation takes effect on:

- (a) the day and at the time the notice is received by the secretary; or
- (b) if a later day is stated in the notice - the later day.

15.3 A member may be removed from office at a general meeting of the association if a majority of the members present at the meeting vote in favour of removing the member.

15.4 Before a vote of members is taken about removing the management committee 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.

15.5 A member has no right of appeal against the member's removal from office under this section.

## **16 Vacancies on management committee**

16.1 If a casual vacancy occurs on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

16.2 The continuing members of the management committee may act despite a casual vacancy on the management committee.

16.3 However, if the number of committee members is less than the number fixed under these Rules as a quorum of the management committee, Rule 18.7 the continuing members may act only to:

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

## **17 Functions of management committee**

- 17.1 Subject to these Rules or a resolution of the association members carried at a general meeting, the management committee:
- (a) has the general control and management of the administration of the affairs, property and funds of the association; and
  - (b) has authority to interpret the meaning of these Rules and any matter relating to the association on which the Rules and Act are silent.
- 17.2 The management committee may exercise the powers of the association to:
- (a) borrow, raise or secure the payment of amounts in a way the association members decide;
  - (b) secure the amounts mentioned in paragraph (a) for 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;
  - (c) purchase, redeem or pay off any securities issued;
  - (d) borrow amounts from members and pay interest on the amounts borrowed;
  - (e) mortgage or charge the whole or part of its property;
  - (f) issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association;
  - (g) provide and pay off any securities issued; and
  - (h) invest in a way the members of the association may from time to time decide.
- 17.3 For the purposes of Rule 17.2(d), the rate of interest paid to any member 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 association.

## **18 Meetings of management committee**

- 18.1 Subject to Rules 18.2 to 18.16, the management committee may meet and conduct its proceedings as it considers appropriate.
- 18.2 The management committee must meet at least once every 4 months to exercise its functions.
- 18.3 The committee must decide how a meeting is to be called.
- 18.4 Notice of a meeting is to be given in the way decided by the committee.
- 18.5 If the secretary receives a written request for a special meeting, signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.

- 18.6 A request for a special meeting must state-
- (a) why the special meeting is being called; and
  - (b) the business to be conducted at the meeting.
- 18.7 At a management committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- 18.8 A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting but if the votes are equal, the vote is decided in the negative.
- 18.9 A management committee member 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 member's vote must not be counted.
- 18.10 The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.
- 18.11 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.
- 18.12 The president or, if there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice-president is to preside as chairperson at the meeting.
- 18.13 If the president and the vice-president are absent from a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
- 18.14 If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
- 18.15 If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called other than on the request of committee members, the meeting is to be adjourned to:
- (a) the same day, time and place in the next week; or
  - (b) a day, time and place decided by the committee.
- 18.16 If, at the adjourned meeting mentioned in Rule 18.15, a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

## **19 Delegation of management committee powers**

- 19.1 The management committee may delegate the whole or part of its powers to a subcommittee consisting of association members considered appropriate by the committee.
- 19.2 A subcommittee may only exercise delegated powers in the way the management committee decides.
- 19.3 A subcommittee may elect a chairperson of its meetings.

- 19.4 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.
- 19.5 A subcommittee may meet and adjourn as it considers appropriate.
- 19.6 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 vote is decided in the negative.

## **20 Acts unaffected by defects or qualifications**

- 20.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- 20.2 Rule 20.1 applies even if the act was performed when:
- (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
  - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

## **21 Management committee resolutions without meeting**

- 21.1 A written resolution signed by each member of the management committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 21.2 A resolution mentioned in Rule 21.1 may consist of several documents in like form, each signed by 1 or more members of the committee.

## **22 Annual general meetings**

- 22.1 Each annual general meeting must be held:
- (a) at least once each year; and
  - (b) within 6 months after the end of the association's previous financial year.

## **23 Business of annual general meetings**

- 23.1 The following business must be conducted at each annual general meeting:
- (a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;
  - (b) receiving the auditor's report on the financial affairs of the association for the last financial year;
  - (c) presenting the audited statement to the meeting for adoption;
  - (d) electing members of the management committee; and
  - (e) appointing an auditor.

## **24 Special general meetings**

24.1 The secretary may call a special general meeting only by giving each member notice of the meeting within 14 days after:

- (a) being directed to call the meeting by the management committee; or
- (b) being given a written request signed by-
  - at least 33% of the members of the association presently on the management committee; or
  - at least the number of ordinary members of the association equal to double the number of members of the association presently on the management committee plus 1; or
- (c) being given a written notice of an intention to appeal against a decision of the management committee:
  - to reject an application for membership; or
  - to terminate a member's membership.

24.2 A request mentioned in Rule 24.1(b) must state:

- (a) why the special general meeting is being called; and
- (b) the business to be conducted at the meeting.

## **25 Notice of general meeting**

25.1 The secretary may call a general meeting of the association.

25.2 The secretary must give at least 14 days notice of the meeting to each association member.

25.3 The management committee shall decide the way in which the notice must be given.

25.4 However, notice of the following meetings must be given in writing:

- (a) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the management committee; or
- (b) a meeting called to hear and decide a proposed special resolution of the association.

25.5 A notice of a general meeting must state the business to be conducted at the meeting.

## **26 Quorum for, and adjournment of, general meetings**

26.1 Subject to Rule 26.5, at a general meeting the number of members equal to double the number of members of the association presently on the management committee plus 1 form a quorum.

26.2 No business may be conducted at a general meeting unless a quorum of members is present then the meeting proceeds to business.

- 26.3 If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- 26.4 If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association, the meeting is to be adjourned to:
- (a) the same day, time and place in the next week; or
  - (b) a day, time and place decided by the management committee.
- 26.5 If at an adjourned meeting, a quorum under Rule 26.1 is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- 26.6 The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 26.7 If a meeting is adjourned under Rule 26.6, only the business left unfinished at the meeting from which time the adjournment took place may be conducted at the adjourned meeting.
- 26.8 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.
- 26.9 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 the original meeting.
- 26.10 In this rule "member" includes a person attending as a proxy or representing a organisation that is a member.

## **27 Procedure at general meeting**

- 27.1 Subject to these Rules, at each general meeting:
- (a) the president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or if the president is unwilling to act, the vice-president is to preside as chairperson;
  - (b) if the vice-president is absent or unwilling to act as chairperson, the members present must elect 1 of their number to be chairperson of the meeting;
  - (c) the chairperson must conduct the meeting in a proper and orderly way;
  - (d) each question, matter or resolution must be decided by a majority of votes of the members present;
  - (e) each member present and entitled 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;
  - (f) 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;
  - (g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot;

- (h) if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides;
- (i) 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;
- (j) a member may vote in person or by proxy or by attorney; and:
  - on a show of hands, each person present who is a member or a representative of a member has 1 vote;
  - in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 vote;
- (k) an instrument appointing a proxy must be in writing; and
  - if the appointor is an individual - signed by the appointor or the appointor's attorney properly authorised in writing; or
  - if the appointor is an organisation either under seal or signed by a properly authorised officer or attorney of the organisation;
- (l) a proxy may be a member of the association or another person;
- (m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- (n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form:
 

ASSOCIATION:  
 I, of , being a 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 of , 20 ,  
 and at any adjournment of the meeting.  
 Signed this day of , 20 .  
 Signature.  
 \* in favour of  
 This form is to be used the resolution.  
 \*against  
 \*Strike out whichever is not wanted. (Unless otherwise instructed,  
 the proxy may vote as the proxy considers appropriate.);
- (o) 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;
- (p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and

- (q) the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies in writing to the secretary for the inspection.

27.2 To ensure the accuracy of the minutes recorded under Rule 27.1(p):

- (a) the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy;
- (b) 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
- (c) 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.

## **28 By-laws**

28.1 The management committee may make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the association.

28.2 A by-law may be set aside by a vote of members at a general meeting of the association.

## **29 Alteration of Rules**

29.1 Subject to the Act, these Rules may be amended, repealed or added to by a special resolution carried at a general meeting.

29.2 However an amendment, repeal or addition is valid only if it is registered by the secretary.

## **30 Common seal**

30.1 The management committee must ensure the association has a common seal.

30.2 The common seal must be-

- (a) kept securely by the management committee; and
- (b) used only under the authority of the management committee.

30.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by:

- (a) the secretary;
- (b) another member of the management committee; or
- (c) someone appointed by the management committee.

## **31 Funds and accounts**

31.1 The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.

- 31.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 31.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 31.4 If an amount of \$100 or more is paid by cheque, the cheque must be signed by any 2 of the following:
- (a) the president;
  - (b) the secretary;
  - (c) the treasurer;
  - (d) another member authorised by the management committee for the purpose.
- 31.5 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- 31.6 A petty cash account must be kept on an imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 31.7 All expenditure must be approved or ratified at a management committee meeting.
- 31.8 The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
- (a) the income and expenditure for the financial year just ended;
  - (b) the association's assets and liabilities at the close of the financial year;
  - (c) the mortgages, charges and securities affecting the property of the association at the close of the financial year.
- 31.9 If the association is incorporated within 3 months before the end of the association's financial year, Rule 31.8 does not apply for the financial year in which the association is incorporated.
- 31.10 The auditor must examine the statement prepared under Rule 31.8 and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 31.11 The assets and income of the association shall be distributed in furtherance of its objects and no portion shall be distributed directly or indirectly to the members or the association except as bone fide compensation for services rendered or expenses incurred on behalf of the association on arms length transaction terms.

## **32 Documents**

- 32.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

## **33 Financial year**

- 33.1 Subject to a resolution of the Management Committee determining otherwise, the financial year of the association closes on 30 June in each year.

## **34 Distribution of surplus assets on winding up**

34.1 This section applies if the association:

- (a) is wound-up under part 10 of the Act; and
- (b) it has surplus assets.

34.2 Upon the winding up or dissolution of the association, any remaining property after satisfaction of all debts and liabilities, will not be paid to or distributed among the members, but will be given or transferred to some other fund, authority or institution which:

- (a) has objects similar to the objects of the association; and
- (b) to which tax deductible gifts can be made,

as determined by the members at or before the time of winding up or dissolution of the association and, in default of any determination, by the Supreme Court of Queensland.

34.3 In this section "**surplus assets**" has the meaning given by section 92(3) of the Act.