



RULES
of the
QUEENSLAND
CARAVAN CLUB
Inc.

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1 Interpretation

(1) In these rules—

- (a) **'Act'** means the Associations Incorporation Act 1981(Queensland).
- (b) **'association'** means Queensland Caravan Club Incorporated (QCC Inc.).
- (c) **'casual vacancy'** means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.
- (d) **'membership fee'** means both the subscription fee and the membership joining fee.
- (e) **'membership joining fee'** means the one-off fee payable to join the association.
- (f) **'partner'** means-
 - (i) a spouse, whether legally married or under common law; and
 - (ii) any other adult person accompanying a member, whether in a defacto relationship with that member or not.
- (g) **'present'** at a general meeting means a person who is physically present at the meeting. **'Present'** at a management committee meeting, means a person who is physically present at a management committee meeting and a person who is taken to be present pursuant to Rule 25(6).
- (h) **'qualifying vehicle'** means a recreational vehicle with a rigid roof in which people cook and sleep. A qualifying vehicle includes a caravan, a pop-top caravan, a fifth wheeler, a motor home and a rigid roofed camper trailer.
- (i) **'subscription fee'** means the fee payable by new members after joining the association for the remainder of the financial year on a pro-rata basis and the fee payable annually thereafter to renew membership of the association for the next financial year.
- (j) **'rally'** means a coming together of the members of the association at an event, involving the members' qualifying vehicles and organised by the management committee.
- (k) **'venue'** means the place where a meeting or rally is held.

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

2 Name of the Association

The name of the incorporated association is Queensland Caravan Club Incorporated (QCC Inc), in these rules called the association.

3 Objects of the Association

- (1) The objects for which the association is established are to: -
- (a) promote and develop caravanning fellowship among its members; and
 - (b) provide social intercourse for members of the association.

4 Powers of the Association

- (1) The association has the powers of an individual.
- (2) The association may, for example -
- (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of membership

- (1) Membership of the association shall consist of the following membership classes: -
- (a) Ordinary Membership;
 - (b) Social Membership;
 - (c) Life Membership.
 - (d) Associate Membership
- (2) An individual or an individual and the partner of that individual, attending rallies conducted by the association with a qualifying vehicle and are 18 years or older, are subject to attending two association rallies within any 12-month period as a visitor, eligible for Ordinary Membership.
- (3) An Ordinary Member who is unable to attend rallies with a qualifying vehicle may notify the Secretary of such inability and further may request that such Ordinary Member becomes a Social Member. The Management Committee shall as soon thereafter as is possible approve the alteration of

that Ordinary Member's class of membership to Social Member.

(4) Every Ordinary Member is eligible to be considered for Life Membership –

(a) Who has been a member for 25 years continuously and provided service to the Association

OR

(b) Provided outstanding service to the Association (with no relevance to years of membership)

(5) The number of: -

- a) Ordinary Members; and
- b) Social Members; and
- c) Life Members; and
- d) Associate Members,
is unlimited.

(6) Any family member who attends rallies with an Ordinary or Life Member, may apply for Associate Membership.

(7) (1) For the avoidance of doubt, where an individual and the partner of that individual are elected as an Ordinary Member, then such individual and the partner of that individual shall together comprise one Ordinary Member, and together shall be entitled to one (1) vote only, at all meetings of the association. If only one of them is present at a meeting, then the person present is entitled to one (1) vote.

(2) For the avoidance of doubt, where an individual and the partner of that individual have been granted Life Membership then such individual and the partner of that individual shall together comprise one Life Member, and together shall be entitled to one (1) vote only, at all meetings of the association. If only one of them is present at a meeting, then the person present is entitled to one (1) vote.

(3) For the avoidance of doubt, where an individual and the partner of that individual have been granted Social Membership then such individual and the partner of that individual shall together comprise one (1) Social Member.

(8) Where the rules provide that a member may do something in the furtherance of the objects of the association and that member comprises an individual and the partner of that individual, then the individual and the partner of the individual or either of them may do that thing.

For example;

(1) In regard to an application for new membership a member must propose, and another separate member must second the application. The member proposing or seconding may be the individual and the partner of that individual or may be either of them. The individual and the partner of that individual or either of them cannot be both the proposer and the seconder of the same application for new membership.

(2) Nothing in these rules shall be interpreted so as to prohibit an individual and the partner of that individual or either of them from being elected to the Management Committee. If both of them are elected to the Management Committee then each of them shall be a separate member of the Management Committee and each of them is entitled to vote in dealing with the business of the Management Committee.

6 New membership

(1) An application for new membership of the association must be proposed by one member of the association (proposer) and seconded by another member (seconder). For Associate Membership, the proposer must be a family member who is a member of **the association** and, if the proposer has a spouse/partner, the spouse/partner seconds the application. Where the proposer has no spouse/partner, the seconder will be another member of the association.

(2) The application for new membership must be -

- (a) in writing; and
- (b) signed by the applicant and the applicant's proposer and seconder; and
- (c) accompanied by the membership joining fee; and
- (d) in the form decided by the management committee; and
- (e) completed and handed to the secretary at the completion of two association rallies within any 12-month period

(3) The individual and/or the partner are made ordinary members when –

- (a) the application has been accepted by the management committee; and
- (b) have attended a third (3rd) association rally with a qualifying vehicle and within a 12-month period of their first rally; and
- (c) have paid the membership joining and subscription fees or pro rata subscription fee due at the time of their third (3rd) association rally.

(4) The person is made an Associate Member when the applicant has –

- (a) presented the appropriate application form; and
- (b) been accepted by the Management Committee; and
- (c) attended a third (3rd) association rally within a 12-month period from their first rally; and

(d) paid the appropriate joining fee after their second rally.

7 Renewal of membership

It is the responsibility of each member of the association to renew their membership each year by payment of the relevant subscription fee within thirty (30) days of the end of the financial year (i.e. within 30 days after the last day in February).

8 Re-joining the club after membership ends

- (1) Persons who have ended membership in the association by resignation or by failure to renew their membership may subsequently make an application to re-join the association.
- (2) The application to re-join the association must specify the class of membership, other than Life Membership and be proposed by one member of the association (the proposer) and seconded by another member (the seconder).
- (3) The application to re-join the association must be -
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder; and
 - (c) in the form decided by the management committee.
- (4) Persons who have ended membership in the association by resignation or by failure to renew their membership, are exempted from payment of any further or additional membership joining fee when applying to rejoin the association. However, they will be required to pay pro-rata subscription fees for the remainder of the association's financial year on acceptance into the association by the management committee.
- (5) A member whose membership in the association has been terminated on the grounds of -
 - (a) the member has been convicted of an indictable offence; or
 - (b) the member's actions have been injurious or prejudicial to any other member of the association or the good character or interests of the association.

is not entitled to any refund of their membership joining fee or subscription fee and may not re-join the association.

9 Partnership after joining or re-joining the association

- (1) If an individual within the Ordinary or Social class of membership of the association becomes partnered after being accepted into that class of membership, the new partner must apply for acceptance into the individual member's class of membership.
- (2) The application for acceptance of the new partner into the individual member's class of membership mentioned in subrule (1) must be proposed by one member of the association (the proposer) and seconded by another member (the seconder), neither of whom shall be the individual referred to in subrule (1).
- (3) The application for membership must be –
 - (a) in writing; and
 - (b) signed by the applicant and the applicant's proposer and seconder; and
 - (c) in the form decided by the management committee; and
 - (d) completed and handed to the secretary at the completion of two association rallies within any 12-month period.
- (4) No joining fee or subscription fee or pro rata subscription fee is required.
- (5) The partner is accepted into that membership class on acceptance of the application by the management committee.

10 Membership Fees

- (1) Membership fees shall consist of the following -
 - (a) a membership joining fee for a new membership; and
 - (b) a subscription fee paid on a pro-rata basis from the date of induction into the association and paid thereafter each year to renew membership in accordance with Rule 7 Renewal of membership.
- (2) The membership joining fee for each class of membership is—
 - (a) the amount decided by the management committee and presented to the members at a general meeting for approval; and
 - (b) payable with the application for membership for a new membership.
- (3) The subscription fee for each class of membership -
 - (a) the amount decided by the management committee and presented to the members at a general meeting for approval; and
 - (b) payable within 30 days of the end of the financial year each year i.e. within 30 days of the last day in February.
- (4) Life memberships are exempted from payment of any subscription fee.

11 Acceptance and rejection of membership applications

- (1) The management committee must consider every application for membership at the next committee meeting held after it receives -
 - (a) the application for membership; and
 - (b) the membership joining fee for the application.
- (2) The management committee must ensure that, as soon as practicable after the person applies to become a member of the association and before the management committee considers the persons application, the person is advised -
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance - the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application for membership.
- (4) If a majority of the members of the management committee 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.
- (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.
- (6) If a person whose application for membership has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals, and that appeal is unsuccessful, the secretary must, as soon as practicable, refund all membership fees paid by the person, whether membership joining fees or subscription fee or pro rata subscription fee.

12 When membership ends

- (1) A member may resign from the association at any time by giving a written notice of resignation to the secretary.
- (2) On resignation, a pro rata refund is made to the member, of subscription fees for the part of the financial year still remaining.
- (3) The resignation takes effect at –
 - (a) the time the notice of resignation is received by the secretary; or
 - (b) if a later time is stated in the notice of resignation - that later time.

- (4) The management committee may terminate a member's membership if a 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 months; or
 - (d) the member's actions have been injurious or prejudicial to any other member of the association or the good character or interests of the association.
- (5) 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.
- (6) If, after considering all representations made by a member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
- (7) Membership is deemed to have ended on the death of a member. The membership of the partner continues.

13 Appeal against rejection or termination of membership

- (1) Any member whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of an intention to appeal against the decision of the management committee.
- (2) A notice of intention to appeal must be given to the secretary within one month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within one month after receiving that notice, call a general meeting to decide the appeal.

14 General meeting to decide appeal

- (1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected, or the membership should not be terminated.
- (3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (5) The secretary shall give written notice of the outcome of the appeal to the member who lodged that appeal within 1 month of the date on which the appeal was decided under subrule (4).
- (6) If the appeal was unsuccessful, the secretary must, as soon as practicable, refund any subscription fee or pro rata subscription fee.

15 Register of members

- (1) The management committee must keep a register of current financial members of the association.
- (2) The Register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the residential address of the member;
 - (c) the postal address of the member;
 - (d) the class of membership of the member;
 - (e) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times to peruse their own records for the purpose of ensuring that the recorded details are correct.
- (4) A member must contact the secretary to arrange an inspection of that member's details in the register.
- (5) The register is not open for inspection by any member of another member's records except where necessary for members of the management committee to administer the association.
- (6) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member's full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

16 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 or for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, if they suspect or believe that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising or for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is authorised by law.
- (3) The management committee may also authorise the disclosure of information about any particular member with the prior written consent of that particular member.

17 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 financial member of the association elected by the members of the association at the annual general meeting (AGM) as secretary; or
 - (b) any of the following persons appointed by the management committee as secretary to fill a casual vacancy until a secretary is elected at the next AGM-
 - (i) a member of the association's management committee; or
 - (ii) another member of the association.
- (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 one month after the vacancy happens.
- (3) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (4) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

18 Removal of secretary

- (1) The management committee of the association may, at any time on reasonable grounds, remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in Rule 17 (1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in Rule 17 (1) (b) (ii) who has been appointed to fill a casual vacancy on the management committee, the person is no longer a member of the management committee.

19 Functions of secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and 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
- (d) maintaining the register of current financial members of the association.

20 Membership of management committee

- (1) The management committee of the association shall consist of a president, treasurer and secretary and any other members the association members elect at an annual general meeting.
- (2) For a member of the association to be eligible for election to the Management Committee or for a member of the association to be appointed to the Management Committee to fill a casual vacancy the member seeking election or appointment as the case may be must be a financial Ordinary Member or a Life Member.
- (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.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under Rule 23 Casual vacancies on the management committee.

21 Electing the management committee

(1) A member of the management committee may be elected as follows—

(a) Any member of the association who is either a financial Ordinary Member or a Life Member may be nominated to serve as a member of the Management Committee by another financial Ordinary Member or another Life Member and seconded by another financial Ordinary Member or another Life Member.

(b) the nomination must be—

(i) in writing; and

(ii) signed by the candidate and the member who nominated him or her, and the member who seconded that nomination; and

(iii) given to the secretary at least 14 days 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 1 candidate for each vacant position on the management committee;

(d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting. Nominations from the floor must be made by a nominee who is eligible to vote (other than the candidate) and seconded by another member who is eligible to vote.

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

(a) is an adult; and

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

(3) A list of the candidates' names in alphabetical order, with the names of the members who nominated and seconded each candidate, must be posted in a conspicuous place at the venue for the annual general meeting at which the elections are to take place before the annual general meeting commences.

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

(5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—

(a) whether or not the association has public liability insurance; and

(b) if the association has public liability insurance - the amount of the insurance.

22 Resignation, removal or vacation of office of management committee member

- (1) Any member of the management committee may resign from the committee at any time 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 - that later time.
- (3) A member of the management committee may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against their removal from office under this rule.
- (6) A member must immediately vacate the office as a member of the management committee in the circumstances stated in section 64(2) of the Act.

23 Casual vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members may appoint another member of the association to fill the vacancy until the next annual general meeting from –
 - (a) a member of the association's management committee; or
 - (b) another member of the association.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under Rule 26 (1) as a quorum of the management committee, 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.
- (4) If the management committee appoints a person to fill a casual vacancy on the management committee pursuant to subrule (1) (a), the person remains a member of the management committee.

- (5) If the management committee appoints a person to fill a casual vacancy on the management committee pursuant to subrule (1) (b), the person only becomes a member of the management committee until the position is filled by election at the general meeting.

24 Functions of management committee

- (1) Subject to these Rules and any resolution of the members of the association carried by a simple majority at a general meeting, the management committee
- has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The management committee may 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.
- (3) The management committee may exercise the powers of the association to -
- (a) borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
 - (c) purchase property on behalf of the association; and
 - (d) purchase, redeem or pay off any securities issued; and
 - (e) borrow amounts from members and pay interest on the amounts borrowed; and
 - (f) mortgage or charge the whole or part of its property; and
 - (g) issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (h) provide and pay off any securities issued; and
 - (i) print and publish any newspapers, periodicals, books or leaflets that the association may think desirable for the promotion of the objects of the association; and
 - (j) make donations for patriotic, charitable or community purposes, on behalf of the association; and

- (k) invest surplus funds in a way the members of the management committee may, from time to time, decide.
- (4) For sub rule (3)(e), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
 - (a) the financial institution for the association; or
 - (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

25 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every two calendar months to exercise its functions.
- (3) The management 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 management committee.
- (5) The management 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 management 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, that vote must not be counted. If the question of an interest in a contract or proposed contract arises, the decision of the President on that issue shall be final and be binding on the relevant member of the management committee.
- (9) The president, if present, is to preside as chairperson at each management committee meeting.
- (10) If there is no president or 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.
- (11) However, if both the President and Vice President are not present within

10 minutes after the time fixed for a management committee meeting, then, provided there is a quorum, those committee members present shall elect one of the members to be the Chair for that meeting and the person elected shall chair that meeting accordingly.

26 Quorum for, and adjournment of, management committee meeting

- (1) At a management committee meeting, 50% of the members elected to the committee at the close of the last annual general meeting plus 1 form a quorum for the purpose of management committee meetings.
- (2) If there is no quorum within 30 minutes after the time fixed for a management 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 management committee meeting called other than on the request of the members of the committee –
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management 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.

27 Special meeting of management committee

- (1) If the secretary receives a written request signed by at least 33% of the members of the management 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 a secretary is unable or unwilling to call a special meeting, the president must call the meeting.
- (3) A request for a special meeting must state -
 - (a) the purpose of calling the special meeting; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state -
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.

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

28 Minutes of management committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book or electronic media.
- (2) To ensure the accuracy of the minutes, 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 and completeness.

29 Appointment of subcommittees

- (1) The management committee may appoint one or more subcommittees consisting of members of the association considered appropriate by the management committee to help with the conduct of the association's operations. The management committee should provide Terms of Reference to each subcommittee to define the tasks, processes, reporting requirements and timelines.
- (2) A member of the subcommittee who is not a member of the management committee does not become a member of the management committee and is not entitled to vote at any management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn in accordance with its Terms of Reference or otherwise as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

30 Acts not affected by defects or disqualifications

- (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.
- (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, 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.

31 Resolutions of management committee without meeting

- (1) A written resolution signed by each member of the management 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 or more members of the management committee.

32 Annual general meetings

Each annual general meeting must be held—

- (a) at least once each year; and
- (b) within three months after the end date of the association's reportable financial year.

33 Business to be conducted at the annual general meeting

- (1) The following business must be conducted at each annual general meeting of the association—
 - (a) receiving the association's financial statement, and signed statement, for the last reportable financial year; and
 - (b) presenting the financial statement and signed statement to the meeting for adoption; and
 - (c) receiving the President's report, Treasurer's report and Secretary's report; and
 - (d) electing members of the management committee; and
 - (e) appointing an auditor, an accountant or an approved person for the present financial year in accordance with section 59 of the Act.

34 Notice of general meeting

- (1) The secretary must, where possible, call a general meeting of the association so that a general meeting is held in each of the March-May, June-August, September-November and December-February quarters.
- (2) The secretary must give at least 14 days' notice of the meeting to every member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given, including timely publication in the association's newsletter, QCC Wanderer, or otherwise as the management committee decides.
- (5) A notice of a general meeting must state the business to be conducted at the meeting and advise that minor issues may be dealt with from the floor of the general meeting.
- (6) 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 management committee's decision—
 - (i) to reject the person's application for membership of the association; or
 - (ii) to terminate the person's membership of the association.
 - (b) a meeting called to hear and decide a proposed special resolution of the association.

35 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least twice the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) No business is to be conducted at a general meeting unless there is a quorum of members who are eligible to vote when the meeting proceeds to business.
- (3) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee of the association, the meeting lapses.
- (4) 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 management committee of the association –
 - (a) the meeting must be adjourned for at least 7 days; and

- (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (5) 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.
- (6) If a meeting is adjourned under sub-rule (5), only the business left unfinished at the meeting from which the adjournment took place is to be conducted at the adjourned meeting.
- (7) 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 the meeting is adjourned for at least 30 days.
- (8) If the meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice was given for the original meeting.

36 Procedure at general meeting

- (1) A member may only take part and vote in a general meeting in person.
- (2) At each general meeting—
 - (a) the president, if present, 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 -
 - (i) the vice president shall be the chairman and if not present or is unwilling to act;
 - (ii) the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly manner.

37 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a simple majority of votes cast by the eligible voters' present.
- (2) At a general meeting, a special resolution must be decided by a majority of at least 75% of votes cast by eligible voters' present.

- (3) Every Ordinary Member present and eligible to vote and every Life Member, is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (4) An Ordinary member is eligible to vote at a general meeting if the member is not more than 30 days in arrears in the payment of their annual subscriptions fees.
- (5) The method of voting is to be decided by the management committee, 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.

38 Special general meeting

- (1) The secretary must call a special general meeting by giving every member of the association 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 –
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or
 - (c) being given a written notice of an intention to appeal (an Appeal Notice) against the decision of the management committee to terminate a person's membership of the association.
- (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 special general meeting.
- (3) A special general meeting must be held within 3 months after the secretary—
 - (a) is directed to call the meeting by the management 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 to call the special meeting, the president must call the meeting.

39 Proxies

Proxy voting is not to be used at any –

- (a) general meeting; or
- (b) Annual General Meeting; or
- (c) Special meeting; or
- (c) Management committee meeting.

40 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 electronic media.
- (2) To ensure the accuracy of the minutes -
- (a) the minutes of each general meeting and special general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy and completeness; 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 and completeness.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made -
- (a) make the minute book or electronic media for a particular general meeting or special general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member a copy of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

41 By-laws

- (1) The management 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 simple majority vote of members at a general meeting of the association.

42 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.

43 Common seal

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (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; or
 - (b) another member of the management committee; or
 - (c) another person authorised by the management committee.

44 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 management 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 \$50.00 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$50.00 or more is made by cheque, the cheque must be signed by any 2 of the following —
 - (a) the president;
 - (b) the secretary;
 - (c) the treasurer;

- (d) any other member of the association who has been authorised by the management committee to sign cheques issued by the association.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (8) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (9) The association may maintain a float system under the strict control of the treasurer for expenditure up to specified limits agreed to by the management committee.
- (10) All expenditure must be approved in advance or ratified at a management committee meeting.

45 General financial matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.
- (3) No portion of club funds or property shall be distributed, paid or transferred directly or indirectly by way of dividends, bonus or by way of profit to or amongst the members of the association.
- (4) However, sub rule 45(3) in no way prevents the payments of interest owed, members out of pocket expenses, repayment of money borrowed, or reasonable and proper charges for goods hired or rented.

46 Documents

- (1) The management committee must take all reasonable measures to ensure the safe custody of books, documents, instruments of title and securities of the association.

47 Financial year

- (1) The end date of the association's financial year is the last day in February in each year.

48 Distribution of surplus assets to another entity

- (1) This rule applies if the association—
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity—
 - (a) having 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, means, in relation to the incorporated association, the assets after payment of the debts and liabilities remaining on a winding-up of the incorporated association and the costs, charges and expenses of the winding up.

CERTIFICATIONS

We the undersigned certify that these Rules of the Queensland Caravan Club Inc. are a true and accurate representation of the Rules that have been endorsed by special resolution of the members of the Association at the General Meeting on 13 February 2021 in the State of Queensland and that these Rules are consistent with the *Associations Incorporation Act 1981* (Queensland).

Original Signed

President dated this 13 February 2021 at Brisbane Qld

Paul Brearley

Original Signed

Secretary dated this 13 February 2021 at Brisbane Qld

Heather Edney

Original sealed

(Common Seal)

Approved by the Chief Executive on 28 April 2021

Rules commence on 28 April 2021