

**CONSTITUTION
OF
AUSTRALIAN NATIONAL SPORTFISHING ASSOCIATION
QUEENSLAND BRANCH INC.**



17TH SEPTEMBER 1991

AS AMENDED

11 JANUARY 1995

3 MARCH 1998

16 OCTOBER 2000

31 JANUARY 2002

21 AUGUST 2010

**CONSTITUTION
OF
AUSTRALIAN NATIONAL SPORTFISHING ASSOCIATION
- QLD BRANCH INC.**

NAME

1. The name of the incorporated Association shall be the "Australian National Sportfishing Association - Qld Branch Inc.", hereafter referred to as the Queensland Branch.

OBJECTS

2. The objects for which the Queensland Branch is formed are:
 - (1) To affiliate member clubs and Individual members with the Australian National Sportfishing Association;
 - (2) To affiliate Life members, Associate members and Short Term members with the Queensland Branch
 - (3) To adopt the Fishing Rules of the Australian National Sportfishing Association;
 - (4) To assist and advise and/or co-ordinate member Clubs and others in the organisation and conduct of Sportfishing;
 - (5) To sponsor or organise Sportfishing tournaments, competitions or contests;
 - (6) To encourage the study of fishes and wildlife and promote conservation of fisheries and wildlife and may co-operate with other fishing and/or conservation bodies;
 - (7) To submit all legitimate claims for Australian National Sportfishing Association records;
 - (8) To advise to member Clubs and/or affiliated sportfishermen any other matters of interest;
 - (9) To do all such acts and things as may be deemed necessary in order to achieve any or all of the above objects.

POWERS

3. The powers of the Queensland Branch are:
 - (1) To take over the funds and other assets and the liabilities of the present unincorporated association known as the "Australian National Sportfishing Association - Queensland Branch";
 - (2) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Queensland Branch provided that the Queensland Branch 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 Queensland Branch under or by virtue of rule 35 (10);
 - (3) In furtherance of the objects of the Queensland Branch to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Queensland Branch or persons frequenting the Queensland Branch's premises;
 - (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 purposes of, or capable of being conveniently used in connection with, any of the objects of the Queensland Branch: Provided that in case the Queensland Branch shall take or hold any property which may be subject to any trusts the Queensland Branch 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 Queensland Branch; to obtain from any such Government or Authority any rights, privileges and concessions which the Queensland Branch 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 Queensland Branch
- (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 the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association 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 Queensland Branch's interest, and to contribute to, subsidize 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 Queensland Branch 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 Queensland Branch to lend and 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, and otherwise to assist 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 or other security upon the whole or any part of the incorporated association'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 of exchange, bills of lading and other negotiable or transferable instruments;
- (14) In furtherance of the objects of the Queensland Branch to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Queensland Branch;
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of

any part of the Queensland Branch's property of whatsoever kind sold by the Queensland Branch, or any money due to the Queensland Branch 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 Queensland Branch but subject always to the proviso in sub-rule (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 Queensland Branch, in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Queensland Branch may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Queensland Branch to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Queensland Branch 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 that imposed upon the Queensland Branch under or by virtue of rule 35 (10) ;
- (20) In furtherance of the objects of the Queensland Branch to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Queensland Branch is authorised to amalgamate;
- 21) In furtherance of the objects of the Queensland Branch to transfer all or Any part of the property, assets, liabilities and engagements of the Queensland Branch to anyone or more of the incorporated associations With which the Queensland Branch is authorised to amalgamate;
- 22) To make donations for patriotic, charitable or community purposes;
- 23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth Of Australia is engaged;
- 24) To do all such other things as are incidental or conducive to the attainment of objects and the exercise of the powers of the Queensland Branch;

CLASSES OF MEMBERS

4. The membership of the Queensland Branch shall consist of

- (1) Member Clubs
- (2) Associate Members,
- (3) Individual Members
- (4) Short Term Members
- (5) Life Members.

The number of Members and Member Clubs shall be unlimited.

MEMBERSHIP

5. 1) Every member who at the date of incorporation of the Queensland Branch was a member of the unincorporated association shall become a member of the Queensland Branch unless a written objection is received within twenty-one (21) days of notice to incorporate being given to members and shall be admitted by the Management Committee to the appropriate class of membership of the Queensland Branch as that member held in the unincorporated association. Every member of the Queensland Branch who has

previously paid his Affiliation Fee, as a member of the unincorporated association shall not be liable to pay any further sum by way of annual Affiliation Fee to the Queensland Branch for the period prior to the 30th day of June, 1992.

- (2) Every application by a Sportfishing Club for membership of the Queensland Branch shall be lodged with the Secretary and shall be accompanied by:
 - (a) A statement giving:
 - (i) The name of the Club;
 - (ii) The full names and addresses. of the Officers of the Club; and
 - (iii) The initial details of members, financial and otherwise, of the Club;
 - (b) An agreement to adopt and abide by the Fishing Rules of the Australian National Sportfishing Association; and
 - (c) A copy of the Club's Constitution.

AFFILIATION FEES

6. (1) Affiliation fees and/or levies and/or other charges shall be determined from time to time by the State Executive and shall be due and payable on acceptance to membership of the Queensland Branch.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the State Executive shall from time to time determine.

ADMISSION AND REJECTION OF MEMBERS

7. (1) At the next meeting of the State Executive after the receipt of any application, such application shall be considered by the State Executive, 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 State Executive 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.

TERMINATION OF MEMBERSHIP

8. (1) A member may resign from the Queensland Branch at any time by giving notice in writing to the 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 these Rules; or
 - (b) has Affiliation Fees in arrears for a period of three months or more; or
 - (c) conducts itself in a manner considered to be injurious or prejudicial to the character or interests of the Queensland Branch,

the State Executive shall consider whether its membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting its case and if the State Executive resolves to terminate its membership it shall instruct the secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9. (1) A member 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 its intention to appeal against the decision of the State Executive.
- (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 of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present its case and the State Executive 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.

REGISTER OF MEMBERS

10. (1) The State Executive shall cause a Register to be kept in which shall be entered the names, postal addresses and Executive Members of all Member Clubs admitted to membership of the Queensland Branch and the dates of their admission.
- (2) Particulars shall also be entered into the Register of resignations, terminations and reinstatements of membership and any further particulars as the State Executive or the members at any general meeting may require from time to time.
- (3) The State Executive shall keep a register of members of all Clubs setting out the name, grade, joining date, payment of current fees and any other details considered relevant.
- (4) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

MEMBERSHIP OF STATE EXECUTIVE

11. (1) The State Executive of the Queensland Branch shall consist of a:
President,
Vice-President,
Secretary,
Treasurer,
Recording Officer,
Convenor and
no more than six (6) Executive Officers all of whom shall be financial members of Member Clubs of the Queensland Branch.
- (2) At the annual general meeting of the Queensland Branch, all the members of the State Executive for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (3) The election of officers and other members of the State Executive shall take place in the following manner:

- (a) Any two members of the Association shall be at liberty to nominate any financial member of a Member Club to serve as an officer of the Management Committee;
- (b) The nomination, which shall be in writing and signed by the nominee and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place;

A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be available at the annual general meeting;

- (d) Each delegate present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies; and
- (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

12. Any member of the State Executive may resign from membership of the State Executive 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 may be removed from office at a general meeting of the Queensland Branch where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON STATE EXECUTIVE

13. (1) The State Executive shall have power at any time to appoint any financial member of a Member Club of the Queensland Branch to fill any casual vacancy on the state Executive until the next annual general meeting.
- (2) The continuing members of the State Executive may act notwithstanding any casual vacancy in the State Executive, 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 State Executive, the continuing number of members may act for the purpose of increasing the number of members or) the State Executive to that number or of summoning a general meeting of the Queensland Branch but for no other purpose.

FUNCTIONS OF THE STATE EXECUTIVE

14. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Queensland Branch carried at any general meeting the State Executive:
- (a) shall have the general control and management of the administration of the affairs, property and funds of the Queensland Branch; and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Queensland Branch on which these Rules are silent.
- (2) The State Executive may exercise all the powers of the Queensland Branch:
- (a) to borrow or raise or secure the payment of money in such manner as the members of the Queensland Branch may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Queensland Branch in any way and. in particular by the issue of debentures,

perpetual or otherwise, charged upon all or any of the Queensland Branch'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 Queensland Branch, and to provide and pay off any such securities; and
 - (c) to invest in such manner as the members of the Queensland Branch may from time to time determine.
- (3) Without limiting the duties of the State Executive, the State Executive shall be required to:
- (a) Carry out any direction by resolution of the State Council;
 - (b) Collect all affiliation fees and/or levies and/or other charges from Member Clubs;
 - (c) Submit all legitimate claims for Australian National Sportfishing Association records;
 - (d) Serve notices;
 - (e) Report to the State Council all business transacted since the previous meeting of the Council; and
 - (f) Forward to National all verified National Masters claims for ratification.

MEETINGS OF STATE EXECUTIVE

15. (1) The State Executive shall meet at least once every calendar month to exercise its functions. Notwithstanding the foregoing a meeting of the Management Committee may be waived provided that no two consecutive meetings are so waived.
- (2) A special meeting of the State Executive shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the State Executive, 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 State Executive a simple majority of a number equal to the number of persons elected and/or appointed to the State Executive as at the close of the last general meeting of the members shall constitute a quorum.
 - (4) Subject as previously provided in this rule, the State Executive may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the State Executive 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 State Executive shall not vote in respect of any contract or proposed contract with the Queensland Branch in which

he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.

- (6) Not less than fourteen days notice shall be given by the secretary to members of the State Executive of any special meeting of the State Executive. 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 State Executive ' or if there is no President, or if at any meeting he 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 is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
 - (8) If within one hour from the time appointed for the commencement of a State Executive meeting a quorum is not present, the meeting, if convened upon the requisition of members of the State Executive, shall lapse. In any other case it shall stand adjourned to such other day and at such other time and place as the State Executive may determine, and if at the adjourned meeting a quorum is not present within an hour from the time appointed for the meeting, the meeting shall lapse.
16. (1) The State Executive may delegate any of its powers to a sub-committee consisting of such financial members of Member Clubs of the Queensland Branch as the State Executive 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 State Executive.
- (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 an equality of votes, the question shall be deemed to be decided in the negative.
17. All acts done by any meeting of the State Executive or of a sub-committee or by any person acting as a member of the State Executive shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the State Executive or person acting as aforesaid, or that the members of the State Executive or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the State Executive.
18. A resolution in writing signed by all the members of the State Executive for the time being entitled to receive notice of a meeting of the State Executive shall be as valid and effectual as if it had been passed at a meeting of the State Executive duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the State Executive.

DELEGATES

19. At all general meetings of the Queensland Branch and the State Council each Member Club shall be entitled to one (1) delegate for each thirty (30) financial members or part thereof, as registered at the time of the meeting. Five (5) delegates shall be the maximum to represent any one Club.
20. (1) Each Member Club shall notify the Secretary of the Queensland Branch in writing the names and addresses of its delegates for

the service of notices etc and shall notify the Secretary of any changes in delegates.

- (2) The Secretary shall keep a register of delegates and the State Executive setting forth the names and addresses of the delegates and the State Executive and the date of each appointment.
- (3) The Secretary is to notify the National body the names and addresses of the delegates and the State Executive as soon as possible after the State Annual General meeting.

ANNUAL GENERAL OR GENERAL MEETINGS

21. 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 Queensland Branch and at such place as the State Executive may determine.
22. (1) The annual general meeting shall be held within three months of the close of the financial year.
 - (2) The business to be transacted at every annual general meeting shall be:
 - (a) the receiving of the State Executive's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Queensland Branch for the preceding financial year;
 - (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (c) the election of members of the State Executive; and
 - (d) the appointment of an auditor.
23. The secretary shall convene a special general meeting:
 - (1) when directed to do so by the State Executive; or
 - (2) on the requisition in writing signed by not less than five Member Clubs of the Queensland Branch. 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 State Executive to reject an application for membership or to terminate the membership of any member.

STATE COUNCIL

24. (1) The State Council shall consist of the total number of delegates from all the Member Clubs.
 - (2) The State Council shall meet at least once in every year.
25. The entire management and policy making of the Queensland Branch shall be in the hands of the State Council which shall have the power to:
 - (1) Make, alter or rescind By-laws and policies not inconsistent with this Constitution as in the opinion of the State Council are necessary for the proper management of the Queensland Branch.
 - (2) Enforce such By-laws, rules and policies.

- (3) Appoint from among its delegates or the State Executive, sub-committees for any purpose and delegate to such sub-committees such powers as it thinks fit.
- (4) Direct the State Executive by resolution in any activity not covered by Rule 14 of this Constitution.
- (5) Appoint Life Members of the Queensland Branch

26. The Secretary shall convene a State Council Meeting:

- (1) When directed to do so by the State Executive; or
- (2) On the requisition in writing signed by not less than three (3) Member Clubs of the Queensland Branch. Such requisition shall clearly state the reasons why such meeting is to be convened and the nature of the business to be transacted thereat.

MEETINGS OF STATE COUNCIL AND GENERAL MEETINGS

27. (1) At any meeting the number of Member Clubs required to constitute a quorum shall be half the number of Member Clubs entitled to be present.
- (2) No business shall be transacted at any meeting unless a quorum of Member Clubs is present at the time when the meeting proceeds to business.
- (3) If within an hour from the time appointed for the commencement of a meeting a quorum is not present, the meeting, if convened upon the requisition of member Clubs shall lapse. In any other case it shall stand adjourned to such other day and at such other' time and place as the State Executive may determine, and if at the adjourned meeting a quorum is not present within an hour from the time appointed for the meeting, the Member Clubs 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 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.

28. (1) The secretary shall convene all meetings of the Queensland Branch by giving not less than 30 days notice of any such meeting to the members of the Queensland Branch.

- (2) The manner by which such notice shall be given shall be determined by the State Executive: 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 membership by the State Executive, shall be given in writing. Notice of a meeting shall clearly state the nature of the business to be discussed thereat.

29. Unless otherwise provided by these Rules, at every meeting:

- (1) the President shall preside as Chairman, or if there is not President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman 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 Chairman of the meeting;

Executive meeting, general meeting and State Council meeting to be entered in a book to be open for inspection at all reasonable times by any financial Member Club who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every State Executive meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding State Executive meeting verifying their accuracy. Similarly, the minutes of every general meeting and State Council meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding meeting: provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.

ZONES

30. (1) For the purpose of organisation, the Queensland Branch shall be empowered to declare the formation of Zones within the State. The Zones shall be areas of the State defined by representatives of Clubs within that area, which have formed an alliance. Each Zone shall have the following Zonal powers.
- (a) Zone responsibility to conduct the State Championships subject to the discretion of the State Executive;
 - (b) To elect Zone officers within the Zone.
- (2) A proposal for a Zone shall be made by notifying the State Executive of the Clubs wishing to form a Zone. This shall be accompanied by the following:
- (a) A letter signed by the proposed Zone President and Secretary giving reasons for the formation.
 - (b) Letters from the Secretaries of the Clubs within the proposed Zone, indicating a willingness to co-operate with the proposed Zone.
 - (c) A statement indicating a willingness to co-operate with the State Executive.
- (3) The State Executive shall have the power to grant or veto the formation of a proposed Zone.

NOTICES

31. Notices required to be given under this Constitution shall be in writing and shall be served on the Member Clubs, the delegates and the State Executive at the addresses shown -in the Register.

BY-LAWS

32. The State Executive may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Queensland Branch and any by-law may be set aside by a general meeting of members.

ALTERATION OF RULES

33. 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 Director General, Department of Justice and Corrective Services, Brisbane.

COMMON SEAL

34. The State Executive shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the State Executive and every instrument to which the seal is affixed shall be signed by a member of the State Executive and shall be

countersigned by the secretary or by a second member of the State Executive or by some other person appointed by the State Executive for the purpose.

FUNDS AND ACCOUNTS

35. (1) The funds of the Queensland Branch shall be banked in the name of the Queensland Branch in such bank as the state Executive 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 Queensland Branch and the particulars usually shown in books of a like nature.
- (3) All moneys shall be banked as soon as practicable after -receipt thereof.
- (4) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other officer authorised from time to time by the State Executive.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The State Executive shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a State Executive 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; and
- (b) the assets and liabilities of all, mortgages, charges and securities affecting the property of the Queensland Branch at the close of that year.
- (9) All such statements shall be examined by the auditor who shall present his 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 Queensland Branch whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.

DOCUMENTS

36. The State Executive shall provide for the safe custody of books, documents, instruments of title and securities of the Queensland Branch.

FINANCIAL YEAR

37. The financial year of the Queensland Branch shall commence on July 1 and close on June 30 in each year.

WINDING UP

38. The Queensland Branch shall be dissolved in the event of membership being less than four Member Clubs. It may be dissolved upon a vote of a 75% majority of the delegates present at an Extraordinary General Meeting convened for that purpose.

DISTRIBUTION OF SURPLUS ASSETS

39. If the Queensland Branch shall be wound up in accordance with the provisions of the Associations Incorporation 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 Queensland Branch, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Queensland Branch, 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 Queensland Branch under or by virtue of rule 35 (10), such institution or institutions to be determined by the members of the Queensland Branch.