



Queensland Jeepers Club Inc

Rules

1. NAME

The name of the incorporated Club shall be "Queensland Jeepers Club Inc." (in these Rules called "the Club").

2. OBJECTS

The objects for which the Club is established are:-

- (1) Holding, carrying on, arranging for, organising and conducting field events and rallies for Jeeps and 4WD vehicles in order to stimulate interest in their many and varied uses.
- (2) Promoting the good fellowship of motoring in all its branches.
- (3) Engaging in social and sporting activities in so far as they evolve from (1) to (2).

3. POWERS

The powers of the Club are:

- (1) To take over the funds and other assets and the liabilities of the present unincorporated Club know as "The Queensland Jeepers Club";
- (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 Club provided that the Club shall not subscribe to or support with its funds any club, association or organization 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 Club under or by virtue of Rule 22 (10);
- (3) In furtherance of the objects of the Club, to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid for the members of the Club or persons frequenting the Club's premises;
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easement or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Club; Provided that in case the Club shall take or hold any property which may be subject to any trusts the Club 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 Club; to obtain from any such Government or Authority any rights, privileges and concessions which the Club 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 purpose of the Club;
- (7) To remunerate any persons 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 Club or in or about the incorporated Club or promotion of the incorporated Club 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 Club's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (9) To invest and deal with the money of the Club not immediately required in such manner as may from time to time by 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 Club to lend any 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 Club'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 Club 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 Club;
- (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 Club's property of whatsoever kind sold by the Club or any money due to the Club 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 Club 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 Club in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Club may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Club to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Club 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 Club under or by virtue of Rule 22 (10);

- (20) In furtherance of the objects of the club 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 Club is authorised to amalgamate;
- (21) In furtherance of the objects of the Club to transfer all or any part of the property, assets, liabilities and engagements of the Club to any one or more of the incorporated associations with which the Club 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 the objects and the exercise of the powers of the Club.

4. CLASSES OF MEMBERS

The membership of the Club shall consist of:-

(1) Single Membership

Any person over 17 years of age who is either the owner of, part-owner of, or who is employed by the owner of any Jeep or any 4WD vehicle may become a single member of the club subject to the conditions of Rules 5, 6 & 7. Each single member shall nominate a vehicle which the member will normally use on 4WD trips.

(2) Joint Membership

Where an accepted single member wishes his partner to be entitled to voting rights on club issues equal to voting rights of a Single Member he may pay a joint membership subscription, providing that partner qualifies in accordance with Rule 4 (1). The partner then becomes a Joint Member.

(3) Family Member

Where an accepted single member wishes his partner to be entitled to the voting rights of an Associate Member he/she may pay a joint membership subscription and the partner then becomes a Family Member. Family Members will receive a membership card prefixed with the letter F.

(4) Associate Members

- (a) An associate member is any person who is a member of the club by payment of dues but does not drive two 4WD trips per year. Associate members will receive a membership card marked with the letter A preceding the membership number.
- (b) A single or joint member who does not drive two 4WD driving trips during a year (1st March to 28th/29th February) shall revert to Associate Membership, unless granted leave by the Management Committee, and that member's nominated vehicle shall be deleted from the register.
- (c) Should an Associate or Family Member resume normal Single/Joint membership activity by driving two 4WD driving trips in the next year he/she shall automatically resume their previous membership status subject to the limits of Rule 5 (2).

- (d) If a Single or Joint member disposes of his/her nominated vehicle he/she shall revert to Associate or Family Membership if another 4WD vehicle has not been acquired and nominated to the Secretary within three months.
- (e) When that member next acquires a 4WD vehicle he/she shall automatically fill the next Single/Joint membership vacancy subject to the limits of Rule 5 (2).
- (f) With reference to Rule 4 (4) (c) and (e) the relevant date to qualify to fill a Single/Joint membership vacancy shall be the date on which the Secretary receives notification in writing or if more than one notification is received in the same mail then it shall be determined by ballot at the next General Meeting.
- (g) Overseas members shall be deemed as Associate Members while they maintain their respective subscriptions.

(5) Honorary Members

An Honorary Member is someone who has or is expected to render special or exemplary service to the Club members. The Management Committee may from time to time appoint suitable persons to be Honorary Members of the Club. There shall be no limit to the number of Honorary Members.

5. MEMBERSHIP

- (1) Every person who at the date of incorporation of the Club was a member of the unincorporated Club and who on or before the date of incorporation, agrees in writing to become a member of the Club shall be admitted by the Management Committee to the same class of membership of the Club as that member held in the unincorporated Club. Every member of the Club who has previously to his agreeing to become a member of the Club has paid his subscription due on the twenty-fifth day of February, 1986 as a member of the unincorporated Club, shall not be liable to pay any further sum by way of annual subscription to the Club for the period prior to the twenty-fourth day of February, 1987.
- (2) Membership Limit
 - (a) The membership of the Club shall be limited to the owners, co-owners and authorised drivers of not more than 60 nominated vehicles of which not more than 15 vehicles shall be a make other than Jeep, hereinafter referred to as "other makes".
 - (b) When establishing this limit it shall be understood that the acquisition of any additional vehicle, other than the nominated vehicle, by an existing member shall not be accountable.
 - (c) Notwithstanding this limit any existing member who changes from a Jeep to another make shall not lose his/her membership, but no other members nominating "other makes" falls within the limit of 15.
 - (d) There shall be no limit to the number of Associate Members.
- (3) (a) Prospective Single Members may be nominated by a member at a General Meeting of the Club. A prospective Single Member must drive two 4WD driving trips and attend two General Meetings before being proposed for single membership. At the time of nomination for Single Membership, the prospective member shall state the make, model and registration number of his/her nominated vehicle.

- (b) Prospective Joint Members must drive two 4WD driving trips to be eligible for Joint Membership.
- (4) Prospective Associate Members may be nominated by a member at a General Meeting of the Club.

6. ADMISSION AND REJECTION OF MEMBERS

- (1) The vote on the proposed membership is to be taken while the intending member is absent from the meeting place. If accepted by a majority of members voting at the meeting the membership shall become valid immediately upon payment of dues.
- (2) When the applicant has been elected and paid the dues, the Secretary shall send him/her a membership card and a copy of the Rules. The new member is entitled to all privileges of Single, Joint, Family or Associate Membership as applicable and shall be deemed to be bound by these rules.

7. MEMBERSHIP FEES

- (1) The joining fee and annual subscription shall be determined by a General Meeting.
- (2) No entrance fee or subscription shall be payable by Honorary Members.
- (3) Persons joining during the last 6 months, or the last 3 months of the Club financial year must pay the joining fee, but subscription shall be one half and one quarter respectively, that of applicable annual subscription.
- (4) Annual subscriptions shall be due and payable one month prior to the Annual General Meeting.

8. TERMINATION OF MEMBERSHIP

- (1) A member may resign from the Club 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. A member who resigns is not entitled to any refund of his joining fee or subscription.
- (2) If a member:
 - (a) Is convicted of an indictable offence; or
 - (b) Fails to comply with any of the provisions of these rules; or
 - (c) Has membership fees in arrears for a period of two months or more; or
 - (d) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the club,the Management Committee shall consider whether this membership shall be terminated.
- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership, it shall instruct the Secretary to advise the member in writing accordingly and the former member shall be required to return to the Club all property of the Club in possession of the former member.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

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

10. RIGHTS AND LIABILITIES OF MEMBERS

- (1) Every member of the Club shall, subject to these rules and the By-laws be entitled to take part in any of the activities of the Club and all members are entitled to use all facilities provided by the Club for use of the Club.
- (2) Every member who intends taking a vehicle on a club excursion shall ensure that such vehicle is properly maintained and in a roadworthy condition as defined by the Main Roads Department of Queensland and such vehicle shall only be driven by a member holding a current driving licence.
- (3) (a) Should a member dispose of his/her nominated vehicle, that member shall notify the Secretary without delay, the date on which the nominated vehicle was disposed of.

(b) When that member acquires another 4WD vehicle as his/her nominated vehicle, he/she shall advise the Secretary the date of acquisition and the make, model and registration number of this nominated 4WD vehicle.
- (4) All members shall be entitled to display on their clothes or vehicles Queensland Jeepers Club Inc. badges indicating their membership. The badges will be obtained from the Club against payment of a fee to be determined by the Club. The badges will remain the property of the Club and will be returned to the Club if he/she ceases to be a member. The Club insignia may only be displayed by current financial members.
- (5) All members of Queensland Jeepers Club Inc. shall be bound by these rules.

11. REGISTER OF MEMBERS AND NOMINATED VEHICLES

- (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Club and the dates of their admissions.
- (2) The Secretary shall maintain a register of "Nominated Vehicles" of members listing name/s of the owner(s) and make, model and registration number.

- (3) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.
- (4) The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such an inspection.

12. MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Annual General Meeting shall be held each March to elect Officers and Committee, and any other business. Nominations for positions of office bearers will close prior to the Annual General Meeting. At least fourteen days notice of Annual General Meeting will be given to all members.
- (2) The Management Committee shall consist of the following elected office bearers of the Club with the power to co-opt:
 - President
 - Vice President
 - Trip Co-ordinator
 - Editor
 - Treasurer
 - Secretary
 - Social Secretary
 - Sergeant at Arms
 - Delegate (to the Four Wheel Drive Clubs Association of Queensland Inc.)

These office bearers shall be elected in this order at the Annual General Meeting by the Single and Joint Members present in person or by proxy, provided they have paid their membership fees prior to the commencement of the meeting.

- (3) The President, Vice President, Trip Co-ordinator and Delegate must be Single or Joint Members of the Club.
- (4) At the Annual General Meeting of the Club, all the member of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (5) The election of officers and other members of the Management Committee shall take place in the following manner:
 - (a) Any member of the Club shall be at liberty to nominate any other member to serve as a member of the Management Committee, subject to Rule 12 (3).
 - (b) 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.
 - (c) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each financial Single or Joint member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies, subject to the provisions of Rule 12 (3).
 - (d) Should a member be elected to a second position on the Management Committee and does not wish to carry out both functions he/she may resign one position forthwith and the President shall immediately call fresh nominations to fill the vacancy and a fresh ballot shall be conducted notwithstanding Rule 13 (1).

- (e) Two co-delegates to the Four Wheel Drive Clubs Association of Queensland Inc. shall be nominated and elected at the Annual General Meeting but shall not be members of the Management Committee.
- (f) Any dispute concerning the conduct of a meeting shall be determined by the Committee subject to majority vote of all Single and Joint Members present.

13. VACANCIES ON MANAGEMENT COMMITTEE

- (1) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member be removed from office at a General Meeting of the Club 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.
- (2) The Management Committee shall have power at any time to appoint any member of the Club to fill any casual vacancy on the Management Committee until the next General Meeting at which any vacancy occurring in the Management Committee will be filled by a vote of members subject to the provisions of Rule 12 (3).
- (3) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a General Meeting of the Club, but for no other purpose.

14. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any General Meeting the Management Committee:
 - (a) Shall have the general control and management of the administration of the affairs, property and funds of the Club, and
 - (b) Shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
 - (c) The Trip Leader or Trip Co-ordinator shall have the power to limit the number of vehicles on a trip for reasons of safety, type of terrain, limitations by permits or other considerations set down by the Management Committee.
- (2) The Management Committee may exercise all the powers of the Club:
 - (a) to borrow or raise or secure the payment of money in such manner as the members of the Club 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 Club in any way and in particular by the issue of debentures, perpetual or otherwise charged upon all or any of the Club'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 Club and to provide and pay off any such securities; and

(c) To invest in such manner as the members of the Club may from time to time determine.

15. MEETINGS OF MANAGEMENT COMMITTEE

- (1) Meetings of the Management Committee will be convened by the Honorary Secretary from time to time as the Club may direct or be requisition of any three members of the Management Committee. Seven days notice of such meeting will be given to all members of the Management Committee. A quorum shall consist of a President, as laid down in Rule 12 and four members or their proxies. The Management Committee must meet at least once every two calendar months.
- (2) The Management Committee shall meet at least ten times every calendar year to exercise its functions. The Management Committee must meet at least once every two calendar months.
- (3) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- (4) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last General Meeting of the members, shall constitute a quorum.
- (5) Subject at previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit. Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the matter shall be referred to the next General Meeting.
- (6) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which he has a pecuniary interest or any matter arising thereout, and if he does so vote his vote shall not be counted.
- (7) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (8) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within 15 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.
- (9) Voting shall be by show of hands except that a poll may be allowed at the President's discretion. Proxies shall be permitted provided that the President or the Secretary is advised before the meeting.
- (10) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the

adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

16. SUB-COMMITTEE

- (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Club as the Management Committee think fit. Any sub-committee so formed shall in the exercise of powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen 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. RESOLUTIONS

- (1) All acts done by any meeting of the Management Committee or of a Sub-committee or by any persons acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
- (2) A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

18. ANNUAL GENERAL OR GENERAL MEETINGS

- (1) 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 Club, and at such place as the Management Committee may determine.
- (2) The Annual General Meeting shall be held in March each year.
- (3) The business to be transacted at every Annual General Meeting shall be:
 - (a) The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Club 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 member of the Management Committee; and
 - (d) The appointment of an auditor.

- (4) The Secretary shall convene a special General Meeting:
 - (a) When directed to do so by the Management Committee; or
 - (b) On the requisition in writing and signed by not less than one-third of the members presently on the Management Committee or not less than the number of members of the Club which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reason why such special General Meeting is being convened and the nature of the business to be transacted thereat; or
 - (c) On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- (5) At any General Meeting the number of members required to constitute a quorum shall be 20% of Single and Joint members present in person, but for the purposes of this regulation "member" includes a person attending as a proxy.
- (6) No business shall be transacted at any General Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purpose of this rule, "member" includes a person attending as a proxy.
- (7) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Club shall lapse. In any other case, it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (8) 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.
- (9)
 - (a) The Secretary shall convene all General Meetings of the Club by giving not less than 14 days notice of any such meeting to the members of the Club.
 - (b) The manner by which such notice shall be given shall be determined by the Management Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
- (10) Unless otherwise provided by these Rules, at every General Meeting:
 - (a) The President shall preside as Chairman, or if there is no 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;
 - (b) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

- (c) the instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (d) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be entered into a book to be open for inspection at all reasonable times by any financial member 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 Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General 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.

19. BYLAWS

- (1) The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Club and any by-laws may be set aside by a General Meeting of members.

20. ALTERATION OF RULES

- (1) Subject to the provisions of the Associations Incorporations 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 Under Secretary, Department of Justice, Brisbane.
- (2) Nominating, seconding, moving and voting on matters affecting the Club Rules and By-laws shall be by Single or Joint Members only.

21. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

22. FUNDS AND ACCOUNTS

- (1) The funds of the Club shall be banked in the name of the Club in such Bank as the Management Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club 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 fifty dollars and over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee, or cheque drawn on a Building Society account authorised by the above.
- (5) Cheques shall be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recouplements which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared a statement containing the particulars of:
 - (a) The income and expenditure for the financial year just ended; and
 - (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Club 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) This income and property of the Club whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Club or otherwise owing by the Club to him or of remuneration to any officers or servants of the Club or to any members of the Club or other person in return for any services actually rendered to the Club; Provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

23. DOCUMENTS

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

24. FINANCIAL YEAR

The financial year of the Club shall close on 28th February in each year.

25. DISTRIBUTION OF SURPLUS ASSETS

- (1) (a) Should the Club decide, at any time, upon a two-third majority vote of financial members that for any reason the Club should not continue in being, the Club may dissolve and wind up its affairs.
- (b) Should the meeting be called to consider Rule 25 (1)(a) not be attended by two-thirds of the financial members of the club or their proxies, then the meeting shall be adjourned to a time and place decided by those present at the meeting and the requirements of Rule 22 (1), (2) and (3) shall apply.
- (2) Subject to an affirmative decision being taken pursuant to Rule 25 (1) the Club 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 Club, but shall be given to any recognised charitable institution or transferred to some other institution or institutions having objects similar to the objects of the Club, and which shall prohibit the distribution of its or their income and property among its or their member to an extent at least as great as is imposed on the Club under or by virtue of Rule 22 (10), such institution or institutions to be determined by the members of the Club.