

The Caboolture Aero Club Incorporated

Rules of the Association

February 2019

1 Interpretation and Definitions

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

- (a) at a management committee meeting, see rule 23(6); or
- (b) at a general meeting, see rule 37(2).

The Airfield refers to the area of land which The Caboolture Aero Club Inc. controls and manages.

An Ordinary Member is a person who wishes to use the airfield for the purpose of flying and/or is accepted as an Ordinary Member and pays the relevant fees set from time to time. An Ordinary Member is the only member of the Association entitled to a vote at any Association meeting.

An Honorary Life Member is a special form of membership that may be bestowed upon any person whose services to the Association is agreed to have been sufficiently meritorious. An Honorary Life Member has the privileges of an Ordinary Member without having to pay any Association fees.

A Life Member is an Ordinary Member with paid-up membership for as long as he or she may live or for the life of the Association.

An Honorary Member is a person or organisation granted Social Membership status without having to pay any Association fees.

A Social Member is a person or organisation who wishes to participate only in the social activities of the Association. A Social Member may not enjoy the privilege of using the airfield for the purpose of flying and is not entitled to a vote at any Association meeting.

A Junior Member is a person not having reached the age of 18 years. Junior members are not permitted in areas where liquor is being served except as provided by the Liquor Act. A minor cannot be admitted as a Member of the Association other than as a Junior Member.

The Executive refers to that part of the Management Committee that comprises The President, The Vice President, The Secretary and The Treasurer.

A proxy under Rule 36 is taken to include an executed Power of Attorney

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(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

The name of the incorporated association is Caboolture Aero Club Incorporated (*the Association*).

3 Objects

The objects for which the Association is established are:

- (1) The Development and Management of the Caboolture Airfield.
- (2) The Promotion of aviation and related social flying and non-flying activities.
- (3) To Provide a licensed clubhouse and associated facilities within the airfield.
- (4) To Provide access to the airfield for maintenance and repair of aircraft or aircraft components.
- (5) The Promotion of the Moreton Bay Region as a desirable tourist and business centre.
- (6) To provide a full range of Club membership activities including, but not limited to flying competitions, social events, fundraising, airfield maintenance and repair, information sessions and training.
- (7) The Subletting of defined areas to Club members for the purpose of erecting of private aircraft storage (hangars) or other private use as approved by the management committee and the Local Authority.
- (8) To provide access to the airfield for commercial enterprises subject to conditions agreed with the management committee in each specific case.

4 Powers

- (1) The association has the powers of an individual.
- (2) The association may,
 - (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 Members

(1) The membership of the association consists of Ordinary Members, and any of the following classes of members—Honorary Life Members, Life Members, Social Members, Honorary Members and Junior Members

(2) The number of Ordinary Members is unlimited.

(3) The qualifications for the classes of membership described in Rule 5 (1) shall be such as the members shall from time to time at any General meeting so determine.

6 New membership

(1) An applicant for membership of the association must be proposed by one Ordinary Member of the Association (the *proposer*) and seconded by another Ordinary Member (the *seconder*).

(2) An 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.

7 Membership fees

(1) The membership fee for each Full Membership and for each other class of membership (if any)—

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

(2) No refund of fees shall be payable to that member on that member's voluntary termination of membership, but a pro-rata refund shall be made when membership is terminated by operation of these rules.

8 Admission and rejection of new members

(1) The management committee must consider an application for membership at the next committee meeting held after it receives—

- (a) the application for membership; and
- (b) the appropriate membership fee for the application.

(2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the person's 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.

(4) If a majority of the members of the management committee present 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 shall, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

9 When membership ends

(1) A member may resign from the association by giving a 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—the later time.

(3) The management committee may terminate a member's membership if the member—

- (a) is convicted of an indictable offence; or
- (b) does not comply with any of the provisions of these rules; or
- (c) has membership fees in arrears for at least 2 months; or
- (d) conducts themselves in a way considered to be injurious or prejudicial to the character or interests of the association.

(4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

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

10 Appeal against rejection or termination of membership

(1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

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

(3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

11 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) If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

12 Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) 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.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) 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.

13 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 for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

14 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 member of the association elected by the association as secretary; or
 - (b) any of the following persons appointed by the management committee as secretary—
 - (i) a member of the association's management committee;
 - (ii) another member of the association;
 - (iii) another person.

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

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

(4) 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.

(5) 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.

(6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.

(7) In this rule— *casual vacancy*, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

15 Removal of secretary

(1) The management committee of the association may at any time 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 14(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 14(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 14(5), the person remains a member of the management committee.

16 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 of 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 members of the association.

17 Membership of management committee

(1) The Management Committee of the Association shall consist of the President, Vice President, Secretary, Treasurer, Immediate Past President and six (6) others, all of whom shall be Ordinary Members of the Association, as the Ordinary Members of the Association may, from time to time, elect or appoint. If there is no person eligible to fill the position of

Immediate Past President resulting in an even number of Management Committee members, then, an additional Ordinary Member shall be elected or appointed to the Management Committee. If a resolution results at any Management Committee meeting in an even number of votes for and against, then the proposition for which the President (or in their absence, their delegate) has voted shall be deemed to be the successful proposition.

(2) At the Annual General meeting of the Association, all the members of the Management Committee for the time being (except as specified in rule 18(1)(a) shall retire from office, but shall be eligible upon nomination for re-election, provided that no retiring holder of the office of President or Vice President shall be eligible for re-election to that same office where he has already served two consecutive terms in that office.

(3) An Ordinary Member of the Association may be appointed to a casual vacancy on the management committee.

18 Electing the management committee

(1) The election of officers and other members of the Management Committee shall take place in the following manner:

(a) To maintain a continuity of knowledge of the affairs of the Management Committee, the positions of President, Vice President, Secretary and Treasurer shall each be for a 2 year term unless the position is vacated due to resignation or expulsion. The positions of President and Treasurer will be declared vacant one year and the positions of Vice President and Secretary declared vacant in the following year.

(b) Any two (2) Ordinary Members of the Association shall be at liberty to nominate any other Ordinary Member to serve as an officer of the Management Committee.

(c) The nomination, which shall be in writing and signed by the Ordinary Member and their 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;

(d) A retiring member of the Management Committee seeking re-election shall only be eligible to have their name placed on a ballot where he has attended at least sixty percent of the meetings of the committee in their previous term, in absence of a reasonable excuse for non-attendance.

(e) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the Annual General meeting;

(f) Separate balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order for each of the positions of President, Vice President, Secretary and Treasurer and a further list for such other vacancies as required; and each Ordinary Member present at the Annual General meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

(g) An Ordinary Member may be nominated for more than one office on the Management Committee and may also be nominated as an ordinary committee-man of the Management Committee. The order of ballot shall be President, Vice President, Secretary, Treasurer, and then Ordinary Committee-men of the Management Committee, and in the event that a member nominated in more than one ballot is successful in a ballot he shall be disqualified from later ballots.

(h) 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.

(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) 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.

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

(1) A member of the management committee may resign from the committee 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—the later time.

(3) A member 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 the members removal from office under this rule.

(6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

20 Vacancies on management committee

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

(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 23(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.

21 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the association carried 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 has authority to 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—
 - (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
 - (b) to 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) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.
- (4) For subrule (3)(d), 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.
- (5) Regarding property held by the Association under Rule 21(1), the Management Committee does NOT have the authority to sell or otherwise dispose of any real property unless authority specific to that piece of real property has been obtained by a Special Resolution of at least 75% of members present at a General Meeting properly convened to debate that sale or disposal.

22 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 calendar month except January to exercise its functions.
- (3) The management committee must decide how a meeting is to be called, and how it regulates its proceedings as it sees fit.
- (4) Notice of a meeting is to be given in the manner 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 subrule (5) is taken to be present at the meeting.

(7) A question arising at a management 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 by the casting vote of the President.

(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, the members vote must not be counted.

(9) The president is to preside as chairperson at a management committee meeting.

(10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

23 Quorum for, and adjournment of, management committee meeting

(1) 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 members, shall constitute a quorum.

(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 subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

24 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 the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

(3) A request for a special meeting must state—

(a) why the special meeting is called; 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.

25 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.

(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.

26 Appointment of subcommittees

(1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.

(2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a 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 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.

(7) Recommendations made to the Management Committee by a subcommittee must be subject to a vote by the management committee.

(8) The management committee shall appoint a Flight Safety Officer to convene a Flight Operations Sub Committee to act in accordance with the Airfield Operations Manual.

27 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) Subrule (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.

28 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 subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.
- (3) A written resolution mentioned in subrule (1) may take the form of an e-mail

29 Annual general meetings

Each annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

30 Business to be conducted at annual general meeting

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;
- (b) presenting the financial statement and signed statement to the meeting for adoption;
- (c) electing members of the management committee;
- (d) appointing an auditor, an accountant or an approved person for the present financial year.
- (e) general business of which written notice has been given to the secretary at least 14 days prior to the meeting

31 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each 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.
- (5) 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.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

32 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least double the number of members on the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) 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 or the association, the meeting lapses.
- (5) 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 or the association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) 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.
- (7) If a meeting is adjourned under subrule (5), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

33 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president 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, 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 way.

34 Voting at general meeting

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the Ordinary Members present.

- (2) Each Ordinary Member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is more than one month in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) 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 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.

35 Special general meeting

- (1) The secretary must call a special general meeting by giving each 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 against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subrule (1)(b) must state—
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the 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 subrule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

36 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

Caboolture Aero Club Inc
I, _____ of _____, being
an Ordinary member of the association, appoint _____ of _____
as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to
be held on the _____ day of _____
20____
and at any adjournment of the meeting.
Signed this _____ day of _____ 20____ .
Signature

(2) The instrument appointing a proxy must be signed by the appointor or the appointor's attorney properly authorised in writing;

(3) A proxy shall be an Ordinary member of the association.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

(6) Unless otherwise instructed in writing by the appointer, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

Caboolture Aero Club Inc
I, _____ of _____, being
a member of the _____ association, appoint _____ of _____
as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to
be held on the _____ day of _____
20____
and at any adjournment of the meeting.
Signed this _____ day of _____ 20____ .
Signature

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the following resolutions—
[List relevant resolutions]

(8) No Ordinary Member attending at any meeting may hold proxies for more than two other eligible members.

37 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.

(2) To ensure the accuracy of the minutes—
(a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and

(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.

(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 for a particular general meeting available for inspection by the member at a mutually agreed time and place; and

(b) provide the member copies of the minutes of the meeting.

(4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

38 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 vote of members at a general meeting of the association.

39 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.

40 Club liquor licence

(1) The management committee may appoint an Ordinary Member to oversee and manage a licence to serve alcohol on Association premises.

(2) The Association will ensure the provisions of associated Queensland law will be strictly applied to such alcoholic beverage trade.

(3) No officer or employee of the Association may be paid an amount by way of commission or allowance calculated by reference to the quantity of the liquor sold or supplied by the Association or the receipts of the Club for such liquor

41 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) someone authorised by the management committee.

42 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 \$100 or more must be made by cheque.
- (5) Where a payment of \$100 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 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- (6) However, one 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) All expenditure must be approved or ratified at a management committee meeting.

43 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) All such statements shall be examined by the auditor who shall present their 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.
- (3) The income and property of the Association must be used solely in promoting the association’s objects and in the exercising the association’s powers
- (4) 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 Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by them to the Association or otherwise owing by the Association to them or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be

construed as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and property rent for premises demised or let to the Association.

44 Documents

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

45 Financial year

The end date of the association's financial year is 30 June in each year.

46 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* see section 92(3) of the Act..