

# **RULES OF THE QUEENSLAND BEEKEEPERS' ASSOCIATION INC.**

## **INTERPRETATION**

1. (i) In these Rules –  
Act means the *Associations Incorporation Act 1081*  
*Present-*
  - (a) At a Management Committee meeting see rule 16 (2) (ii)

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 in the Act.

## **NAME**

2. The name of the incorporated association shall be:- QUEENSLAND BEEKEEPERS' ASSOCIATION INC. (In these Rules called "the Association")

## **OBJECTS**

3. The objects for which the association is established are:
  - (a) To provide a means whereby Apiarists may be represented through a common organisation for the welfare of the industry.
  - (b) To watch over and protect the interests of members in particular and the industry in general, and to ensure an adequate return to the Apiarist for their labour and capital investment in the industry.
  - (c) To increase the demand for honey, pollination and associated apiary products by advertisement or any other means deemed advisable.
  - (d) To secure business concessions and facilitate services for members.
  - (e) To endeavour to secure suitable export markets
  - (f) To co-operate with Government Departments in instructional and experimental work connected with the industry.-
  - (g) To arrange for the cooperative purchase of apicultural supplies for members.
  - (h) To securing of legislation and enforcement thereof for the prevention of bee diseases and other purposes affecting the industry.
  - (i) To actively support the Biosecurity Code of Practice and encourage all members to adhere to the Code requirements.
  - (j) To protect, retain and gain access to the natural honey resources and to prevent the unnecessary destruction of honey and pollen producing flora.
  - (k) To conduct and encourage experimental work connected with the industry.
  - (l) To establish branches and sub-branches in such districts as the Management Committee shall consider necessary.

## POWERS

4. The powers of the Association are:

- (1) 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 Association provided that the Association 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 Association under or by virtue of rule 28 (10)
- (2) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for members of the Association or persons frequenting the Association's premises;
- (3) 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 connexion with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (4) 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 Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (5) 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 Association;
- (6) 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;
- (7) 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 Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carry out, alteration or control thereof;
- (8) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (9) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

- (10) In furtherance of the objects of the Association 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;
- (11) 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;
- (12) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (13) In furtherance of the objects of the Association 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 Association;
- (14) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others;
- (15) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (4)
- (16) 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 Association, in the shape of donations, annual subscriptions or otherwise;
- (17) To print and publish any newsletters, periodicals, books or leaflets, use electronic or printed media and to maintain a website as the Association may think desirable for the promotion of its objects;
- (18) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association 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 that imposed upon the Association under or by virtue of rule 28 (10);
- (19) In furtherance of the objects of the Association 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 Association is authorised to amalgamate;
- (20) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- (21) To make donations for patriotic, charitable or community purposes;

- (22) 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;
- (23) To do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

### **CLASSES OF MEMBERS**

5. (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members:-
- (a) Affiliated members
  - (b) Life members
  - (c) Honorary members
  - (d) Associate members
- (2) The number of ordinary members shall be unlimited.
- (3) (a) Ordinary Members shall be:-
- (i) Persons partially or wholly engaged in the industry as registered beekeepers or
  - (ii) Persons interested in the welfare of the industry
- (b) Life Members who may only be appointed by the Management Committee from nominations submitted in writing giving details of the nominee's service to the industry.
- (c) Honorary Members shall be appointed for each financial year, by the Management Committee in its absolute discretion after consideration of the member's association with the industry. Such members shall be entitled to all the rights and privileges of membership (save the right to propose and/or vote on motions). The number of honorary members shall be limited to 5.
- (d) Affiliated Members shall be allied Associations, Organisations and other bodies. The annual affiliation fee shall be from the minimum to the maximum as set down for an ordinary member, payable on the 1<sup>st</sup> May each year and such fee will entitle the affiliated member Association Organisation or body to send a delegate to all Annual General or Special Meetings of members with the right to the privileges of a full member, with the right to have 1-16 votes, either at such meetings or in any other manner in which a vote is taken in accordance with these rules.
- (e) Associate members shall be individuals who do not wish to have ordinary membership of the Association but have an interest in being informed of current issues pertaining to the beekeeping industry. Associate members shall be entitled to all the rights and privileges of ordinary membership save the right to propose and/or vote on motions. Membership fees for Associate members shall be two-thirds of the ordinary rate for membership for 1-50 hives.

Apart from the delegate, all financial members of the affiliated Association, Organisation or body shall be entitled to the privileges of an honorary member under 3c above.

All members including financial members of Affiliated Associations, Organisations or bodies, are entitled to attend at any Annual General or Special Meeting of the Association.

## MEMBERSHIP

6.

- (1) The Management Committee will set the requirements for an Application as it sees fit to meet current technology.
- (2) People applying for membership need to be advised that the Association has public liability coverage and list the current amount.
- (3)
  - (a) When a member joins the Association and pays their subscription or on subsequent payment of subscription they shall be asked to nominate the Branch or Sub-Branch of the Association to which they wish to belong and the Branch or Sub-Branch shall be entered receipt.
  - (b) Any member who does not wish to be attached to any existing branch will be classified “unattached” and have no branch rights.
  - (c) No member shall be entitled to pay more than one Membership or pay a fee in excess of the maximum stipulated below in 7 (1).
  - (d) Any member wishing to transfer from one branch to another branch must secure a clearance from their present branch, which shall notify the Secretary of the Association within 14 days of such clearance.

(4) **Rules for Branches**

Applications to form a new Branch are considered by the Management Committee and the Management Committee will make a recommendation to the next Annual General or Special Meeting.

- (a) Each Branch shall hold at least three (3) meetings per year.
- (b) Each Branch shall elect a President and Secretary/Treasurer. The Duties of the Branch Secretary/Treasurer shall be set out in the minutes of the Branch.
- (b) No person shall be eligible to hold the office of President unless that person has been financial for at least two years prior to holding office; except in the case where a new Branch is formed.
- (d) Any membership fees paid in accordance with rule 7 to Branch Secretaries, shall be paid to the Association within 28 days receipt thereof
- (e) The Management Committee may call a special meeting of members of a Branch at any time and, if necessary, a member of that committee shall occupy the Chair.
- (f) 14 days notice of Branch Meetings shall be given by the Branch Secretary to all Branch members.
- (g) A copy of all notices to Branch members shall be sent to the Secretary of the Association.
- (h) A quorum for a Branch meeting shall be 5.
- (i) Any Branch funds left over after paying all membership fees to the Secretary of the Association, shall be deemed to be the property of the Branch concerned.
- (j) The funds of the Branch shall be deposited in the name of the Branch in such financial institutions as the Branch Executive may from time to time direct.

- (k) Proper books and accounts shall be kept and maintained either in written, electronic or printed form in the English language showing correctly the financial affairs of the Branch and the particulars usually shown in books of a like nature.
- (l) All moneys shall be deposited as soon as practicable after receipt thereof.
- (m) All amounts shall be paid by cheque signed by any two of the president, secretary/treasurer or other member authorised from time to time by the Branch Executive. Amounts can also be paid by Electronic Funds Transfer being authorised by any two of the president, secretary/treasurer or other member authorised from time to time by the Branch Executive. Amounts up to twenty dollars may be paid by petty cash.
- (n) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupments which may be open.
- (o) The Branch Executive shall determine the amount of petty cash which shall be kept on the imprest system.
- (p) All expenditure shall be approved or ratified at a Branch meeting.
- (q) As soon as practicable after the end of each financial year the secretary/treasurer shall cause to be prepared a statement containing particulars of –
  - (i) the income and expenditure for the financial year just ended; and
  - (ii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Branch at the close of that year.
- (r) A copy of the annual statement shall be forwarded to the Association Secretary
- (s) Auditing of Branch accounts shall be as required by the Queensland Government.

**(5) Rules for sub-branches**

Applications to form a new Sub-branch are approved or rejected by the Management Committee.

- (a) A sub-branch may be formed by no less than five (5) members of the Association within a geographical area of a branch who do not wish to be a member of a branch but who do not wish to be classified as “unattached” by Rule 6 (4) (b). Any sub-branch needs to approved by the Management Committee
- (b) Each sub-branch shall hold at least three (3) meetings per year.
- (c) Each sub-branch shall elect a President and Secretary/Treasurer. The duties of the sub-branch Secretary/Treasurer shall be set out in the minutes of the sub-branch.
- (d) No person shall be eligible to hold the office of President unless that person has been financial for at least two (2) years prior to holding office; except in the case where a new sub-branch is formed.
- (e) Any membership fees paid in accordance with Rule 7 (1) to sub-branch Secretaries shall be paid to the Association Secretary within 28 days of receipt thereof.

- (f) The Management Committee may call a special meeting of members of a sub-branch at any time and, if necessary, a member of that Committee shall occupy the chair.
- (g) 14 day's notice of sub-branch meetings shall be given by the sub-branch Secretary to all sub-branch members.
- (h) A copy of all notices to sub-branch members shall be sent to the Secretary of the Association.
- (i) A quorum for a Sub-branch meeting shall be 5.
- (j) Any sub-branch funds left over after paying all membership fees to the Secretary of the Association shall be deemed to be the property of the sub-branch concerned. If a sub-branch shall resolve to cease then any sub-branch funds shall be the property of the Association.
- (k) A sub-branch cannot nominate a member to the Management Committee.
- (l) The funds of the Sub-Branch shall be deposited in the name of the Sub-Branch in such financial institutions as the Sub-Branch Executive may from time to time direct.
- (m) Proper books and accounts shall be kept and maintained either in written, electronic or printed form in the English language showing correctly the financial affairs of the Sub-Branch and the particulars usually shown in books of a like nature.
- (n) All moneys shall be deposited as soon as practicable after receipt thereof.
- (o) All amounts shall be paid by cheque signed by any two of the chairperson, secretary/treasurer or other member authorised from time to time by the Sub-Branch Executive. Amounts can also be paid by Electronic Funds Transfer being authorised by any two of the president, secretary/treasurer or other member authorised from time to time by the Sub-Branch Executive. Amounts up to twenty dollars may be paid by petty cash.
- (p) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (q) The Sub-Branch Executive shall determine the amount of petty cash which shall be kept on the imprest system.
- (r) All expenditure shall be approved or ratified at a Sub-Branch meeting.
- (s) As soon as practicable after the end of each financial year the secretary/treasurer shall cause to be prepared a statement containing particulars of –
  - (i) the income and expenditure for the financial year just ended; and
  - (ii) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Sub-Branch at the close of that year.
- (t) A copy of the annual statement shall be forwarded to the Association Secretary
- (u) Auditing of Sub-Branch accounts shall be as required by the Queensland Government.

**MEMBERSHIP FEES**

7. (1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any Annual General Meeting so determine and shall be payable on the first day of May in each year and shall be calculated in multiples on the basis of the members' ownership or control of colonies of bees as follows:-

0 to 50 hives.....	1 vote
51 to 100 hives.....	2 votes
101 to 150 hives.....	3 votes
151 to 200 hives.....	4 votes
201 to 300 hives.....	6 votes
301 to 400 hives.....	8 votes
401 to 500 hives.....	10 votes
501 to 600 hives.....	12 votes
601 to 1000 hives.....	14 votes
1001 hives and over.....	16 votes

(2) Pro rata membership is available to new members and is based on monthly increments.

**ADMISSION AND REJECTION OF MEMBER**

8. (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, 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 Management Committee 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**

9. (1) A member may resign from the Association 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:-

- (i) is convicted of an indictable offense; or
- (ii) fails to comply with any of the provisions of these Rules; or
- (iii) has membership fees in arrears for a period of two months or more; or
- (iv) conducts themselves in a manner considered to be injurious or prejudicial to the character or interest of the Association, the Management Committee shall consider whether their membership shall be terminated.

(3) The member concerned shall be given a full and fair opportunity of presenting their case and if the Management Committee resolves to terminate their membership it shall instruct the Secretary to advise the member in writing accordingly.



### **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

10. (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 their intention to appeal against the decision of the Management Committee.

(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 them of such notice, a Special Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present their case and the Management Committee 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.

(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.

### **REGISTER OF MEMBERS**

11. (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 Association and the dates of their admission.

(2) The register should include the following particulars for each member:-

- (a) Full name
- (b) Postal and/or residential address
- (c) Date of admission as member
- (d) Email and phone number details
- (e) Date of death or time of resignation
- (f) Details about termination or reinstatement of membership
- (g) Any other particulars the Management Committee or members at an Annual General or Special Meeting may decide

(3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

(4) However the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the members 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 or intimidation.

### **MEMBERSHIP AND ELECTION OF MANAGEMENT COMMITTEE**

12. (1) The Management Committee of the Association shall consist of a President, Vice-President, Secretary/Treasurer and any such number of other members as the members of the Association at any Annual General Meeting may from time to time elect or appoint.

(2) At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

- (3) The election of members of the Management Committee shall take place in the following manner:-
- (a) Any two financial members of the Association shall be at liberty to nominate any other member to serve as a member of the Management Committee;
  - (b) The nomination, which shall be in writing and signed by the nominated 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;
  - (c) 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;
  - (d) No person shall be eligible to hold office in the Association unless they have been financial for at least two (2) years immediately prior to their holding office.
  - (e) A vote shall be undertaken even if there are only enough nominations to fill the positions.
  - (f) If more than the required number of nominations are received a series of elimination ballots shall be held until the required number of nominees have more than 50% of the votes present and voting. In each elimination ballot the nominee with the least number of votes shall be eliminated.
- (4) (a) Each branch may elect their nominee for the Management Committee prior to the Annual General Meeting, providing that the said branch has five or more financial members at their meeting when the nominee is elected. Each branch nominee will be appointed, subject to a vote, to the Management Committee by the Annual General Meeting. If a branch does not elect a nominee due to no nomination or due to insufficient members at the meeting or should the Annual General Meeting not approve a branch nominee, the Management Committee member to represent that branch shall be elected at Annual General Meeting provided that such member need not be a member of that branch.
- (b) A list of nominations shall be emailed out to members at least seven (7) days prior to the Annual General Meeting.
- (5) All nominees for election to the Management Committee to be advised that the Association has public liability and list the current amount.
- (6) The Management Committee shall itself elect a President and Vice-president at a meeting held immediately following the Annual General Meeting. The Management Committee shall at this meeting also appoint a secretary/treasurer and shall fix the remunerations of those officers if any.

### **RESIGNATION OR REMOVAL FROM MANAGEMENT COMMITTEE**

13. 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 may be removed from office at a Special Meeting of the Association where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a Special Meeting.

### **VACANCIES ON MANAGEMENT COMMITTEE**

14. (1) The Management Committee shall have power at any time to appoint any financial member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.

(2) 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 Special Meeting of the Association, but for no other purpose.

### **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

15. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any Annual General Meeting of the Association, the Management Committee –

- (a) shall have the general control and management of the administrations of the affairs, property and funds of the Association; and
- (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent but any interpretation must have regard to the Act, including any regulation made under the Act.  
*Note* – The Act prevails if the Associations Rules are inconsistent with the Act – see section 1B of the Act

(2) The Management Committee may exercise all the powers of the Association –

- (a) to borrow or raise or secure the payment of money in such manner as the members of the Association 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 Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association'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 Association, and to provide and pay off any such securities; and
- (c) to invest in such manner as the members of the Association may from time to time determine.

### **MEETINGS OF MANAGEMENT COMMITTEE**

16. (1) The Management Committee shall meet at least once every two (2) calendar months to exercise its functions.

(2) The Management Committee may hold meetings, or permit Committee members to take part in its meetings, by using any technology that reasonably allows the members to hear and take part in discussions as they happen.

(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 reasons 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 Annual General Meeting of the members, shall constitute a quorum.

(5) Subject as 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 question shall be deemed to be decided in the negative.

(6) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which they are interested, or any matter arising thereat, and if they do so vote their 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 Chair at every meeting of the Management Committee, or if there is no President, or if at any meeting they are not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be the Chair or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chair of the meeting.

(9) 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 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.

(10) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee are entered in a minute book or electronically.

(11) To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the Chair of the meeting, or the Chair of the next Management Committee meeting, verifying their accuracy.

### **SUB-COMMITTEES**

17. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such people as the Management Committee 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 Management Committee.

(2) A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair 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 Chair 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.

(4) All decisions of the sub-committee have to come back to the Management Committee for approval.

#### **ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATION**

18. All acts done by any meeting of the Management Committee or of a sub-committee or by any person 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 aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had duly appointed and was qualified to be a member of the Management Committee.

#### **BUSINESS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

19. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be a 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.

#### **ANNUAL GENERAL OR SPECIAL MEETINGS**

20. (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 Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association 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 Management Committee; and
- (d) the appointment of an auditor.
- (e) report on the review of the Association's insurance requirements
- (f) any other business the Management Committee may see fit to agenda

21. The secretary shall convene a Special Meeting –

- (a) when directed to do so by the Management Committee; or
- (b) on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. 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

- (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.

22. (1) At any Annual General or Special Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.

(2) No business shall be transacted at any Annual General or Special Meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule “member” includes a person attending as a proxy or as representing a corporation which is a member.

(3) If within half an hour from the time appointed for the commencement of an Annual General or Special Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, 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.

(4) The Chair 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.

23. (1) The secretary shall convene all Annual General or Special Meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.

(2) 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 their membership by the Management Committee, shall be given in writing. Notice of a Special Meeting shall clearly state the nature of the business to be discussed thereat.

24. Unless otherwise provided by these Rules, at every Annual General or Special Meeting –

(1) the President shall preside as Chair, or if there is no President, or if they are not present within ten minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chair 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 Chair of the meeting;

(2) the Chair shall maintain order and conduct the meeting in a proper and orderly manner;

(3) every question, matter or resolution shall be decided by a majority of votes of the members present;

(4) every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote: Provided that no member shall be entitled to vote at any Annual General or Special Meeting if their annual subscription is more than one month in arrears at the date of the meeting;

(5) voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two people to conduct the secret ballot in such manner as they shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting at which the ballot was demanded;

(6) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have the number of votes as per their membership under section 7 (1). Life members shall have the maximum number of votes.

(7) the instrument appointing a proxy shall be in writing, in the common or usual form, under the hand this appointor or of their attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;

(8) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

QUEENSLAND BEEKEEPERS ASSOCIATION INC.

I, \_\_\_\_\_ of \_\_\_\_\_, being a member of the above named Association, hereby appoint \_\_\_\_\_ of \_\_\_\_\_, or failing them, \_\_\_\_\_ of \_\_\_\_\_, as my proxy to vote for me on my behalf at the Annual General or Special Meeting of the Association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19 \_\_\_\_\_.

Signature.

This form is to be used \_\_\_\_\_ \* in favour of \_\_\_\_\_ the resolution.  
\* against \_\_\_\_\_

\* Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as they think fit.);

(9) 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 purposes to vote; and

(10) the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and Annual General or Special Meeting to be entered in a book or electronic version to be open for inspection at all reasonable times by any financial member who previously applies to the secretary of 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 Chair of that meeting or the Chair of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every Annual General or Special Meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding meeting: Provided that the minutes of any Annual General Meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding Annual General Meeting.

(11) no unfinancial member shall be entitled to vote or speak at meetings of the Association, or to hold office, nor shall he be entitled to participate in any of the benefits, concessions or other arrangements available to members of the Association.

(12) The following Standing Orders shall be observed at Conferences and Meetings –

- (a) the proposer of a motion shall not speak on their motion for more than ten minutes; subsequent speakers shall be allowed five minutes for reply provided that an extension of time may be granted on a motion duly proposed, seconded and carried.
- (b) when an amendment is proposed upon a motion no second amendment shall be considered until the first amendment shall have been disposed of;
- (c) if an amendment be carried, it shall displace the original motion, and itself become the motion to which any further amendment may be moved;
- (d) if an amendment be negatived, then a further amendment may be moved to the original motion, and only one amendment shall be submitted to the meeting for discussion at one time;
- (e) the mover of every original proposition but not an amendment shall have the right to reply, immediately after which the question shall be put by the Chair, but no other member shall speak more than once save on a point of order;
- (f) motions and amendments shall be submitted in writing when requested by the Chair;
- (g) any discussion may be closed by the resolution “that the question now be put” being moved, seconded and carried. A motion that “the question now be put” shall be put to the meeting without debate, but its adoption shall not deprive the mover of the motion of their right of reply.
- (h) subject to the foregoing, when any question is before Conference no motion shall be received other than motions –
  1. For permission to withdraw an amendment or motion.
  2. To adjourn the meeting.
  3. To decide that the question now be put.
  4. To stand over for a given time or indefinitely.
  5. To amend.
  6. To refer to a sub-committee.

These motions shall take precedence in the order given above.



## **BY-LAWS**

25. 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 Association and any by-law may be set aside by of members.

## **ALTERATION OF RULES**

26. Subject to the provisions of the Act, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any Annual General or Special Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been registered by the Chief Executive. 30 days notice of the special resolution shall be given to members prior to the meeting.

## **COMMON SEAL**

27. 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.

## **FUNDS AND ACCOUNTS**

28. (1) The funds of the Association shall be banked in the name of the Association in such financial institutions as the Management Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written, printed or electronic form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) All amounts 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. Amounts can also be paid by Electronic Funds Transfer being authorised by any two of the President, secretary/treasurer or other member authorised from time to time by the Management Committee. Amounts up to twenty dollars may be paid by petty cash.
- (5) An account may be set up by the Management Committee with a financial institution to allow for payments by a debit card. This account needs only one of the President, Secretary/Treasurer or other member authorised by the Management Committee from time to time to operate this account and is also subject to 28 (8) below. The maximum amount to be held in this account is \$2,500.
- (6) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupments which may be open.
- (7) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (8) All expenditure shall be approved or ratified at a Management Committee meeting.

- (9) As soon as practicable after the end of each financial year the secretary/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 and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (10) All such statements shall be examined by the auditor who shall present their report upon such audit to the secretary/treasurer prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (11) The income and property of the Association 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 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 persons in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member for out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

#### **DOCUMENTS**

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

#### **FINANCIAL YEAR**

30. The financial year of the Association shall close on 30<sup>th</sup> April in each year.

#### **DISTRIBUTION OF SURPLUS ASSETS**

31. If the Association shall be wound up in accordance with the provisions of part 10 of the Act, 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 Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, 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 Association under or by virtue of rule 28 (11) such institution or institutions to be determined by the members of the Association.

(27.5.19)