

AUFQ RULES OF ASSOCIATION

NAME

The name of this association is the Australian Underwater Federation - Qld Inc. (Hereafter in this Constitution called AUFQ)

1. DEFINITIONS/QUALIFICATIONS

- 1) *Executive Director* refers to the association secretary/treasurer. If the position is
 - a) appointed then voting powers will be relinquished
 - b) elected by the members then they will be forwarded the same rights as all other elected committee officials which includes the ability to vote
- 2) *Assistant Treasurer* refers the associations volunteer treasurer
- 3) *Representatives from one sport* (10.3). Refers to a person that only participates in one sport. though if a representative represents more than one sport the intent of rule 10.3 will be satisfied
- 4) AUFQ Full Club Membership conditions *Representative Membership Position* (4.1) refers to the signed document required for unincorporated clubs to satisfy full membership conditions. The nominee that is nominated and signs the *Representative Membership Position* will be deemed to represent and be held responsible for the actions and or non actions of the unincorporated association they represent.

2. OBJECTS

- 2.1 The objects of the AUFQ are to promote, co-ordinate and control underwater activities in Queensland and to represent underwater activities in Queensland on a national and international basis and without affecting the generality of the foregoing to:
 - a) conduct underwater activities within Queensland:
 - b) promote the development of underwater activities in Queensland:
 - c) represent Queensland in relation to underwater matters, on a state and national basis:
 - d) affiliate with the Australian Underwater Federation (AUF) and any other bodies deemed appropriate:
 - e) To advocate marine environment protect and conserve:
 - f) establish, promote and / or actively implement appropriate safety measures applicable to underwater activities:

3. POWERS

- 3.1 The AUFQ has, in the exercise of its affairs, all the powers of an individual.
- 3.2 The AUFQ may,
 - a) enter into contracts: and
 - b) acquire, hold deal with and dispose of any property; and
 - c) make charges for services and facilities it supplies; and
 - d) do other things necessary or convenient to facilitate carrying out its affairs.
- 3.3 The AUFQ may also issue secured and unsecured notes, debentures and debenture stock for the AUFQ.

- 3.4 To appoint, employ, remove or suspend persons as may be necessary or convenient for the purpose of the Association.
- 3.5 To remunerate any person or body corporate for services rendered, or to be rendered, for promotion of the Association or in furtherance of its objects
- 3.6 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 members to an extent at least as great as that imposed upon the Association under or by virtue of rule 27 sub section Funds & Accounts

4. MEMBERSHIP

The membership of the Association shall consist of the following classes of members:

- (1) Full Club Members;
- (2) Associate Club Members;
- (3) Individual Members
- (4) Honorary Member
- (5) Life Member

- 4.1 **FULL CLUB MEMBER:-** Any Club associated with any form of underwater activity in Queensland may apply in writing for membership with voting rights of the AUFQ, provided that the Club satisfies the AUFQ Full Club Membership conditions and fees or:
 - a) Unincorporated clubs will be required to provide a nominated individual to fill the '*representative membership position*' on behalf of the unincorporated association it represents.
 - b) Any Club associated with any form of underwater activity in Northern New South Wales may apply in writing for membership with voting rights of the AUFQ, provided that the Club satisfies the AUFQ Full Club Membership conditions and fees.
 - c) The numbers of Full Club Members shall be unlimited.
- 4.2 **ASSOCIATED CLUB MEMBER: -** Any Club associated with any form of underwater activity in Queensland may apply in writing for membership provided that the Club satisfies the AUFQ membership conditions and fees for an Associated Club Member.
 - a) An Associate Club Member does not have any voting rights whatsoever in relation to the Association.
 - b) The numbers of Associate Club Members shall be unlimited.
- 4.3 **INDIVIDUAL MEMBERS: -** Shall be individuals over the age of eighteen (18) years with an interest in underwater activity in Queensland and may apply for Individual Membership provided that the individual satisfies the AUFQ membership conditions.
 - a) An Individual Member does not have any voting rights whatsoever in relation to the Association.
 - b) An Individual Member will be permitted to participate in any AUFQ Full and/or Associated Club Members' activities for recreational purposes, but will not be able to compete or claim records.
 - c) The numbers of Individual Members shall be unlimited.
- 4.4 **HONORARY MEMBER: -** Shall be a person who is not an individual member who is nominated and elected by a simple majority of Management Committee members present.
 - a) Honorary Membership shall terminate at the following Annual General Meeting but may be renewed.
 - b) Honorary Members shall be exempt from the payment of membership fees.

- c) The number of Honorary Members shall be limited as determined by the Management Committee from time to time.
- d) The numbers of Honorary Members shall be unlimited.

4.5 **LIFE MEMBER:** - Shall be a person who has provided long standing meritorious services to the Association and meets the criteria as set by the Association and whose nomination has been passed by the Management Committee and confirmed by a majority of members present at the Annual General Meeting of the Association.

- a) Life Members shall be exempt from the payment of membership fees.
- b) Members will not be afforded a vote but will be afforded the opportunity to be heard at the Annual General Meetings
- c) No more than one (1) Life Membership shall be elected in any one year

5. MEMBERSHIP FEE

- 5.1 The Membership fees (for clubs) shall be such as the Members shall from time to time at any general meeting so determine.
- 5.2 The Membership fees shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

6. ADMISSION AND REJECTION OF MEMBERS

- 6.1 On receipt of any application and the fee applicable for membership, such an application will be considered by the secretary/treasurer. If doubt exists of the benefit to the AUFQ, member clubs and individual members the Executive Director will refer the application to the Management Committee for its consideration.
- 6.2 At the next meeting of the Management Committee the referred application for membership, shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- 6.3 Any applicant who receives a majority of the votes of the members of the Management Committee at the meeting at which such application is being considered shall be accepted as a member.
- 6.4 Upon the acceptance or rejection of an application for membership the Executive Director shall give the applicant notice in writing of such acceptance or rejection.

7. TERMINATION or SUSPENSION of MEMBERSHIP

- 7.1 A member may resign from the AUFQ at any time by giving notice in writing to the Secretary/treasurer.
- 7.2 Such resignation shall take effect at the time such notice is received by the Executive Director unless a later date is specified in the notice when it shall take effect on that later date.
- 7.3 If a member -
 - a) is convicted of an indictable offence; or
 - b) fails to comply with any of the provisions of these Rules; or
 - c) has membership fee in arrears for a period of three months or more; or
 - d) conducts itself in a manner considered to be injurious or prejudicial to the character or interests of the AUFQ,

The Management Committee shall consider whether the membership shall be suspended, terminated or allowed to continue.

- 7.4 The member concerned shall be given a full and fair opportunity of presenting their case and if the Management Committee resolves to terminate or suspend their membership it shall instruct the Executive Director to advise the member in writing accordingly.

8. APPEAL AGAINST REJECTION, SUSPENSION OR TERMINATION OF MEMBERSHIP

- 8.1 An applicant whose application for membership has been rejected or a member whose membership has been terminated or suspended may within one month of receiving written notification thereof, lodge with the Executive Director written notice of their intention to appeal against the decision of the Management Committee.
- 8.2 Upon receipt of a notification of intention to appeal against rejection, termination or suspension of membership the Executive Director shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal.
- 8.3 At any such meeting, the applicant shall be given the opportunity to fully re-present their case and the Management Committee and those members whose information lead to the rejection of the application for membership or for the termination or suspension of the membership, shall be required to re-present their case.
- 8.4 The appeal shall be determined by the vote of the Management Committee present at such meeting.
- 8.5 Where a member 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 Executive Director shall refund the amount of any membership fee paid.

9. REGISTER OF MEMBERS

- 9.1 The Management Committee shall cause a Register to be kept in which shall be entered the names and addresses of all members admitted to membership of the AUFQ and the year of their admission.
- 9.2 Particulars shall also be entered into the Register, of resignations, terminations or suspensions and reinstatements of membership and any further particulars as the Management Committee or the Members at any general meeting may require from time to time.
- 9.3 The Register shall be open for inspection at a mutually agreeable place and time by any member who previously applies to the Executive Director for such inspection.
- 9.4 Some information of a personal and or private nature shall not be open for inspection in pursuit of the privacy policy unless the information is pertinent to that member or as required by law.

10. MEMBERSHIP MANAGEMENT COMMITTEE

- 10.1 The Management Committee of the Association shall be a maximum of nine (9). The nine will consist of seven permanent positions with two (2) other positions being available for election as per rule 10.3 if the members of the Association so determine.
- (1) President
 - (2) Vice President
 - (3) Executive Director (Secretary/Treasurer) – Appointed/non- voting
 - (4) Assistant Treasurer
 - (5) Commissioner for Underwater Hockey
 - (6) Commissioner for Spear fishing
 - (7) Commissioner for Recreational Diving
 - (8) Optional General Position
 - (9) Optional General Position

- 10.2 A member of the Management Committee, other than the Executive Director, must be a voting member of the Association.
- 10.3 The Executive of the Management Committee of the Association shall be positions one (1) to four (4). No more than 2 representatives from one sport or activity area can hold an Executive position.
- 10.4 The Office Bearers of the Association shall be the President, Treasurer and the appointed Secretary.

- 10.5 At the Annual General Meeting of the Association the members of the Management Committee shall, on even years, retire the Treasurer and Vice President and the person holding commission position number six (6) and eight (8); and on odd years, retire the President and the persons holding commission position numbers five (5), seven (7) and the holder of position nine (9) from office, but shall be eligible upon nomination for re-election subject to clause 10.6
- 10.6 No member of the Management Committee can hold any position for more than six (6) consecutive years and must retire for a minimum of one (1) year before they will be eligible for re-election or appointment to any AUFQ Management Committee position.

11. ELECTION OF MEMBERS OF THE MANAGEMENT COMMITTEE

- 11.1 All nominations for membership of the Management Committee are to be in writing and in the hands of the Executive Director fourteen (14) days prior to the Annual General Meeting.
- 11.2 All nominees will be required to indicate in writing their ability to meet the skills and tasks required for the specified position as defined by the Management Committee Positions Policy Statement. All prospective nominees will be required to complete the designated nomination form and have it signed by a nominator and a seconder who shall be financial members of the Association.
- 11.3 All candidates' nomination forms shall be made public seven (7) days preceding the Annual General Meeting.
- 11.4 Balloting lists shall be prepared, if necessary, containing the names of the candidates in alphabetical order for each position and each member present at the Annual General Meeting shall be entitled to vote. If any position has only one candidate the member present at the Annual General Meeting will vote to accept or reject the nomination as indicated in clause 11.5.
- 11.5 In the absence of any valid written nominations, nominations may be called or accepted from the floor of the Annual General Meeting. Those nominating from the floor will be required to articulate the ability of the nominee to meet skills and tasks required for the specified position as defined by the Management Committee Positions Policy. The members will vote to accept or reject the nomination based on the information provided by the candidate.

12. RESIGNATION OR REMOVAL FROM MANAGEMENT COMMITTEE

- 12.1 Any member of the Management Committee or appointed/elected officer may resign at any time by giving notice in writing to the Administration Officer and such resignation shall take effect at the time such notice is received by the Administration Officer unless a later date is specified in the notice when it shall take effect on that later date.
- a) A Management Committee member or appointed/elected officer may be removed from office at a general meeting of the AUFQ where that member shall be given the opportunity to fully present his case.
- 12.2 The question of removal shall be determined by the vote of the Members present at such a general meeting.
- 12.3 There is no right of appeal against a member's removal from office under this section.
- 12.4 Motions and voting are to be collated and registered by the Administration Officer in the motions database held and maintained by the Administration Officer.

13. VACANCIES ON MANAGEMENT COMMITTEE

- 13.1 The Management Committee shall have power at any time to fill any casual vacancy on the Management Committee until the next annual general meeting.
- 13.2 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 general meeting of the AUFQ, but for no other purpose.
- 13.3 If a vacancy happens in the office of Administration Officer, the members of the Management Committee must appoint or elect a caretaker Administration Officer within 14 days after the vacancy happens.
 - a) The vacancy of Administration Officer shall be advertised to all member clubs and also advertised in any publications, that the Management Committee sees fit.

14. COMMITTEE AND COMMISSION DUTIES

14.1 The duty of the Management Committee to the AUFQ:-

- 5) To manage the AUFQ effectively and efficiently ensuring the continued future of the organisation
- 6) To manage and administer the Commissions' and sub-committees' operational budget/s yearly. The budget/s will be developed according to the expected capacity of the AUFQ in that given year and the request of those requiring operational funds.
- 7) Provide their members with the support they need to develop within the constraints of the AUFQ's financial and human capacity.
- 8) Where an aspect of the sport or underwater activity has commonality of interest with other Commissions, the Management Committee of the AUFQ will have the authority for determination of overall policy and/or public representation.
- 9) Will undertake ongoing recruitment to ensure there are appropriately qualified and motivated personnel with sufficient time to take on all positions in the AUFQ when existing position holders have completed their commitment with the AUFQ. If the AUFQ is unable to recruit personnel with the appropriate skills, time or commitment to key, high risk roles the AUFQ will buy in the service at the members' costs.
- 10) Volunteers will be placed into roles based on existing experience and skills and/or the potential to develop the skills required to fulfil the requirements of the position. No volunteer will be placed knowingly in a position, or given a task, that is beyond his or her known capabilities unless adequate support is provided. If the skills cannot be obtained or supported, the role or task will be removed from the specific individual position's responsibility.
- 11) Volunteers are the most valuable resource of the AUFQ, Commissions and Clubs and as such the Management Committee will ensure all volunteers are managed according to the various volunteer policies, procedures and codes adopted by the AUFQ.
- 12) The Management Committee will recognise the commitment and contribution of the AUFQ volunteers according to the various volunteer policies and procedures adopted by the organisation.
- 13) The Management Committee will ensure that the differences and variances in usage and contributions are reflected in the user's affiliation structure/s and fee/s.

14.2 **The duty of the AUFQ to the Individual Members of the Management Committee** is to ensure that:-

- 1) Responsibility is shared equitably across all Management Committee members
- 2) All positions that are required to deliver the outcomes of the AUFQ on behalf of the Management Committee are provided the appropriate remuneration, support and training in accordance to the industry standards.
- 3) The individual volunteer members of the Management Committee will be provided with the support and training required to complete the tasks required of their position according to the various volunteer policies and procedures adopted by the AUFQ and clause 12.1 (c).
- 4) Management Committee members will be provided with Induction Training prior to the commencement of their duties according to the training policies and procedures adopted by the organisation.

14.3 **The duty of the Management Committee to the Commissions**:-

- 1) Provide the Commission with a Commissioner who will be responsible for coordinating their Commission
- 2) To assist the Commissioner by providing the framework, policies, procedures and support required to deliver their strategic and operational requirements within the constraints of the financial and physical resources available.
- 3) The Management Committee is to oversee the Commissioner and the Commission's performance and provide support or manage change if required.
- 4) To provide the Commissioner and the Commission with the support and leadership that enables the Commissions to develop.
- 5) The Management Committee will ensure that no Commission is to be sacrificed or suppressed for the development of another.

14.4 **The duty of the Commissions to the AUFQ**:-

- 1) The Commissions will be responsible for the conduct of underwater activities (in their category) in Queensland. Without affecting the generality of the foregoing, the Commissions will:
 - a) develop underwater activities in their Commission
 - b) arrange competitions and/or recreational activities in their Commissions
 - c) establish and manage the rules and regulations for their activities
 - d) be responsible for selection of coaches, managers and officials for those competitions and/or recreational activities in their Commission
- 2) To appoint members to operate the Commission according to the Management Committee's Operational Requirements for Commissions adopted by the AUFQ Management Committee

To provide the Management Committee with a realistic income and expenditure prediction for the Commission's basic operational cost each year, for consideration within the time frame and in the format required by the Management Committee
- 3) To provide the Management Committee with a written submission for any extraordinary income and expenditure items required for consideration within the time frame and in the format required by the Management Committee.
- 4) Ensure that their Commissioners or their representatives attend and positively and actively participate at meetings of the Commission and the AUFQ
- 5) AUFQ Commissions will respond directly with their AUF Commission and uphold the policies and procedures required by and of them.
- 6) Commissions will provide their Clubs and user groups with the legislative requirements and operational framework for the Clubs to provide their activities and to develop.

- 7) Commissions are to operate according to the roles, responsibilities and procedures established by the Management Committee for the Commissions.
- 8) To support and oversee the implementation of all AUFQ policies, procedures and regulations at Commission and Club level
- 9) The Commissions are to ensure that no Club or Region is to be sacrificed or suppressed for the development of another.

14.5 The duty of the Commissioners to the AUFQ:-

- 1) To co-opt persons to assist in undertaking the responsibilities of their Commission under these Rules of Association
- 2) To ensure that their Commission contributes to the success of the sport or activities and the success of the AUFQ
- 3) Commissioners are to operate according to the roles, responsibilities and procedures established by the Management Committee for Commissioners

14.6 The duty of the Clubs to the AUFQ:-

- 1) To undertake the responsibilities of their duties under the AUFQ Rules of Association
- 2) To ensure that their Club contributes to the success of the sport or activities and the success of the AUFQ and their Commission
- 3) To operate according to the policies, procedures and rules established by the Management Committee and Commissions
- 4) To provide an environment that enables their members to participate

15. FUNCTIONS OF THE MANAGEMENT COMMITTEE

15.1 Except as otherwise provided by these Rules and subject to resolutions of the Members of the AUFQ carried at any general meeting, the Management Committee -

- a) shall have the general control and management of the administration of the affairs, property and funds of the AUFQ; and
- b) shall have authority to interpret the meaning of these Rules and any matter relating to the AUFQ on which these Rules are silent.

15.2 The Management Committee may exercise all the powers of the AUFQ -

- a) to borrow or raise or secure the payment of money in such manner as the Members of the AUFQ 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 AUFQ in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the AUFQ's property, both present and future, and to purchase, redeem or pay off any such securities;
- b) to borrow amounts from members and to pay interest on the amounts borrowed, 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 AUFQ, and to provide and pay off any such securities. The rate of interest for borrowing must not be more than the rate for the time being charged for overdrawn accounts on money lent (whatever the term of the loan) by
 - i. the financial institution for the AUFQ; or
 - ii. if there is more than one financial institution for the AUFQ - the financial institution nominated by the AUFQ.
- c) to invest in such manner as the Members of the AUFQ may from time to time determine.

16. MEETINGS OF MANAGEMENT COMMITTEE

- 16.1 The Management Committee shall meet at least 4 times a year to exercise its functions and a meeting of the Management Committee shall mean:
- a) a meeting of the members of the Management Committee assembled in person on the same day at the same time and place; or
 - b) a quorum of the members of the Management Committee (whether they are in or outside Australia) communicating with each other by any technological means by which they are able simultaneously to hear or read each others comments, to speak or write to each other and participate in discussion although they are not physically present at the same place.
- 16.2 The Management Committee must decide how a meeting is to be called.
- 16.3 Notice of a meeting is to be given in the way decided by the Management Committee.
- 16.4 A special meeting of the Management Committee shall be convened by the Executive Director 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.
- 16.5 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- 16.6 Subject as previously provided in this rule, the Management Committee may meet and regulate its proceedings as it thinks fit:
- 16.7 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 to retain the status quo.
- 16.8 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the AUFQ in which he is interested, or any matter arising there out of, and if that person he does so vote their vote shall not be counted.
- 16.9 Not less than fourteen days notice shall be given by the Administration Officer to members of the Management Committee of any special meeting of the Management Committee.
- 16.10 Such notice shall clearly state the nature of the business to be discussed thereat.
- 16.11 The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the members may choose one of their number to be Chairman of the meeting.
- 16.12 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.
- 16.13 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 16.14 A motions and voting register is to be held and maintained by the Administration Officer. This register is to record all Management Committee decisions and not be limited to:
- a) Motions either passed or rejected
 - b) Appointments to positions
 - c) Delegation of powers
 - d) Disciplinary actions

17. DELEGATION OF POWERS

- 17.1 The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the AUFQ as the Management Committee thinks fit.
- 17.2 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.
- 17.3 A sub-committee may elect a Chairman of its meetings.
- 17.4 If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- 17.5 A sub-committee may meet and adjourn as it thinks proper.
- 17.6 Questions arising at any meeting shall be determined by a majority of votes of the members and, in the case of an equality of votes, the question shall be deemed to be decided to retain the status quo.
- 17.7 Delegation of powers, motions and voting are to be collated and sent to the Executive Director for registration in the motions and voting register.

18. VALIDITY OF ACTIONS

- 18.1 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 as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

19. RESOLUTION IN WRITING

- 19.1 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 as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

20. ANNUAL GENERAL MEETING, GENERAL MEETINGS, SPECIAL MEETINGS

- 20.1 Annual General Meetings must be held
 - a) at least once each year; and
 - b) within 3 months after the end of the AUFQ's previous financial year
- 20.2 Business to be transacted at annual general meeting
 - a) the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities, affecting the property of the AUFQ for the last financial year;
 - b) the receiving of the auditor's report on the financial affairs of the AUFQ for the last financial year;
 - c) the presenting of the audited statements to the meeting for adoption;
 - d) the election of members of the Management Committee
 - e) the appointment of an auditor
 - f) notices of motion
 - g) some perpetual trophy awards

- 20.3 Special general meeting the Administration Officer shall convene a special general meeting by sending out notice of the meeting within days of -
- a) being directed to do so by the Management Committee; or
 - b) being given a requisition in writing signed by not less than one-third , of the members presently on the Management Committee or of Members of the AUFQ.
 - 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 or suspend the membership of any member.

A requisition mentioned in subsection (b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted.

21. QUORUM AT GENERAL MEETING

- 21.1 At any General Meeting the number of Members required to constitute a quorum shall be at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- 21.2 No business shall be transacted at any general meeting unless a quorum of Members is present at the time when the meeting proceeds to business.
- 21.3 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee of the AUFQ, shall lapse.
- 21.4 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.
- 21.5 The Chairperson 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.
- 21.6 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.
- 21.7 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.

22. NOTICE OF GENERAL MEETING

- 22.1 The Executive Director shall convene all general meetings of the AUFQ by giving not less than days notice of any such meeting to the Members of the AUFQ.
- 22.2 The manner by which such notice shall be given shall be determined by the Management Committee:
- 22.3 Notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination or suspension of his membership by the Management Committee, shall be given in writing.
- 22.4 Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

23. PROCEDURE AT GENERAL MEETING

23. Unless otherwise provided by these Rules, at every general meeting
- a) the President shall preside as Chairperson, or if there is no President, or if the President is not present thirty minutes after the time appointed for the holding of the meeting or is unwilling to act, the Members present shall elect one of their number to be Chairman of the meeting; and
 - b) the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and
 - c) every question, matter or resolution shall be decided by a majority of votes of the Members present; and
 - d) Voting -Each voting Member Delegate (of financial clubs) present shall be entitled to one vote for every 5 Individual members of AUFQ who are financial members of that club, up to a maximum of 10 votes per club. Individual members can only be counted in one club. In the case of an equality of votes, the motion, matter, or resolution shall be determined to retain the Status Quo.
 - e) provided that no Member club shall be entitled to vote at any general meeting if its membership fee is more than one month in arrears at the date of the meeting;
 - f) 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.
 - g) the Chair shall appoint two persons to conduct the secret ballot in such manner as the chair shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting of which the ballot was demanded.
 - h) Proxies will be allowed. Any Member may give a proxy to any other Member or Management Committee member, provided that a letter of appointment stating the conditions pertaining to the proxy is in the hands of the Chairperson before the commencement of the meeting. Where the proxy is a definitive decision, it must be given to the Chairperson.
 - i) the Executive Director shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at a mutually agreeable time and place by any financial member who previously applies to the Executive Director for that inspection.
 - j) 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 Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy.
 - k) Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting;
 - l) Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

24. BY-LAWS.

- 24.1 The Management Committee may from time to time make, amend or repeal By-laws not inconsistent with the AUFQ's Rules, relating but not limited to
- a) the Internal Management of the AUFQ
 - b) the conduct and activities of members.
 - c) the sports and /or activities played and/or conducted by members
- 24.2 Any such By-Law so made by the Management Committee shall be binding on the members, as if such By-Law formed part of the AUFQ's Rules. Any such By-Law may be set aside by a General Meeting of Members.

25. ALTERATION OF RULES

- 25.1 Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting:
- 25.2 However an amendment, rescission or addition is valid only if it is registered by the Chief Executive of the Department.

26. COMMON SEAL

- 26.1 The Management Committee shall provide for a Common Seal and for its safe custody.
- 26.2 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 Executive Director or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

27. FUNDS AND ACCOUNTS

- 27.1 The funds of the AUFQ must be kept in the name of the AUFQ in a financial institution decided by the Management Committee.
- 27.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the AUFQ and the particulars usually shown in books of a like nature.
- 27.3 All moneys shall be deposited as soon as practicable after receipt thereof.
- 27.4 All amounts of one hundred dollars or over, with the exception of wages, salaries or specified direct debts authorised by the Management Committee to be paid electronically, shall be paid by cheque signed by any two of the President, Secretary or Executive Officer other member authorised from time to time by the Management Committee.
- 27.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- 27.6 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 27.7 All expenditure shall be approved or ratified at a Management Committee meeting.
- 27.8 As soon as practicable after the end of each financial year the Executive Director 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 AUFQ at the close of that year.

27.9 The auditor must examine the statement and present a report on it to the Executive Director before the next annual general meeting following the financial year for which the audit was made.

27.10 The income and property of the AUFQ must be used solely in promoting the AUFQ's objects and exercising the AUFQ's powers.

28. DOCUMENTS

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

29. FINANCIAL YEAR

The financial year of the AUFQ shall close 31st December in each year.

30. DISTRIBUTION OF SURPLUS ASSETS

This section applies if the AUFQ is wound-up under part 10 of the Act and there are surplus assets.

The surplus assets must not be distributed among the members but must be given to another entity -

- a) that has objects similar to the AUFQ's objects; and
- b) the rules of which prohibit the distribution of the entity's income and assets to its members.

In this section -

"surplus assets" has the meaning given by section 47(3) of the Act.