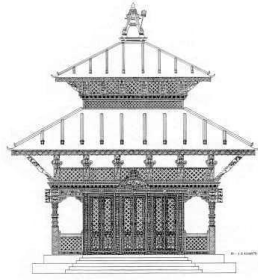


The Friends of the Pagoda Association  
PO BOX 232 MOOROOKA BRISBANE QLD 4105 AUSTRALIA  
<http://www.foundationexpo88.org/friendsofthepagoda/>

## Association Rules January 2007

Association Members will be notified of changes to the  
Association Rules via the Association eGroup Forum 'Pagoda Friends'.

The Current Version of the Association Rules is viewable at  
<http://www.foundationexpo88.org/friendsofthepagoda/>



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PO BOX 232 MOOROOKA BRISBANE QLD 4105 AUSTRALIA  
<http://www.foundationexpo88.org/friendsofthepagoda/>

These are the Association Rules for the 'The Friends of the Pagoda Association', with objective to attain incorporation status within the State of Queensland, Commonwealth of Australia; to establish a commemorative Museum for World Expo '88 at the Nepal Peace Pagoda - the only participant-made Pavilion of World Expo '88 remaining at the former Expo site - South Bank Parklands, Brisbane; to celebrate the rich cultural heritage of World Expo '88 according to guidelines established by the Assembly of Expo Cities and Regions; and to further Brisbane's role as host and participant in World Expositions.

Meetings are held last Sunday of each month 2-4pm at Café San Marco, South Bank.

We are at present looking for Office Bearers and new members. Delegates to the 'Association to Preserve Asian Culture', and members of the 'Save the Pagoda Committee' and/or 'Friends of the Pagoda' are welcome to apply.

For further information, please contact:

John McGregor

Secretary

The Friends of the Pagoda Association

[friendsofthepagoda@foundationexpo88.org](mailto:friendsofthepagoda@foundationexpo88.org)

PO BOX 232 MOOROOKA BRISBANE QLD AUSTRALIA 4105

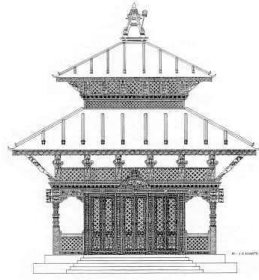
SMS/Mobile [+614397] 04397 34018

Regards,



Secretary

26 December 2006



**The Friends of the Pagoda Association**  
**PO BOX 232 MOOROOKA BRISBANE QLD 4105 AUSTRALIA**  
<http://www.foundationexpo88.org/friendsofthepagoda/>

## Association Rules

1. These rules serve as the Association Rules for 'The Friends of the Pagoda Association', an initiative of Foundation Expo '88, and founded 28 May in the year Anno Domini 2006 based on the guiding principles established by the 'Association to Preserve Asian Culture', the 'Save the Pagoda Committee', and later 'Friends of the Pagoda' in:
  1. constructing the Nepal Peace Pagoda for World Expo '88 in the International Year of Peace Anno Domini 1986 - the only participant-made Pavilion of the Expo;
  2. in securing the Pagoda for the City of Brisbane at South Bank Parklands - the re-rejuvenated Expo site - as an icon of eternal friendship and world peace;
  3. in celebrating and disseminating the rich cultural heritage of the Pagoda - through newsletters, social activities, and display at the Pagoda, and at the Pagoda's forecourts.
2. We also gratefully acknowledge the Kingdom of Nepal in commissioning the Association to Preserve Asian Culture to create the Nepal Peace Pagoda to represent the Kingdom of Nepal at World Expo '88.
3. These rules serve as a template that guides the new Association to incorporation status as a charitable incorporated association within the State of Queensland, Commonwealth of Australia, and are provided here as a service to Association Members and interested Members of the Association.
4. A word or expression that is not defined in these Rules, but is defined in the *Associations Incorporation Act 1981 (Queensland)* has, if the context permits, the meaning given by the Act.
5. The name of the incorporated association  
**"THE FRIENDS OF THE PAGODA ASSOCIATION INCORPORATION"**
6. The name of the unincorporated association  
**"THE FRIENDS OF THE PAGODA ASSOCIATION"**

7. The objects of the association

A historical, administrative, and social commemorative charitable incorporated association

- gathering
- promoting
- archiving

knowledge, contacts, and resources pertaining to the Nepal Peace Pagoda, and World Expo '88, for the City of Brisbane

- creating
- establishing
- maintaining

a World Expo '88 Commemorative Museum at the Nepal Peace Pagoda, for all time, with membership a prerequisite for volunteer management and staff

- leading
- representing
- speaking

for the Nepal Peace Pagoda and World Expo '88 at an internet, local, state, national and international level

- via monthly meetings, and the Annual General Meeting
- via communications portal at <http://www.foundationexpo88.org/friendsofthepagoda/>, and 'Members Only' eGroup website and email Forum, 'Pagoda Friends'.
- via a topical and timely presence in the mass media, local newspapers, magazines, and websites, as well as contact with government and non-government arts and other organisations and individuals
- via representation at Brisbane City, intra/inter-state and international conferences and conventions where a Nepal Peace Pagoda/World Expo '88 presence is needed.

- Remembering our relevant city, state, national and international stakeholders

- The 'Association to Preserve Asian Culture', the 'Save the Pagoda' Committee, 'Friends of the Pagoda', and the Kingdom of Nepal
- South Bank Corporation
- Brisbane City Council

- State Government of Queensland
- The Nepal Australia Friendship Association, the Nepal Australia Community, World Expo '88 Community, and Global Community
- Commonwealth Government of Australia Department of Foreign Affairs and Trade
- Foundation Expo '88
- expomuseum.com
- Bureau of International Exhibitions, B.I.E.(Paris)
- Assembly of Expo Cities and Regions, 'A.V.E.' «Association des Villes et Régions Hôtes d'Expositions Internationales », B.I.E.

to which purpose we seek to closely follow the A.V.E. guidelines in celebrating, recording, and promoting Brisbane's World Expositions Expositions heritage; work for Brisbane City's formal ratification of A.V.E.; and propose to host the 2013 A.V.E. Conference on the occasion of the 25th Anniversary of World Expo '88, as well as identifying ways in which Brisbane can further her World Expositions experience - both as a host nation and participant.

8. The financial year of the association

1 January → 31 December

9. Classes of Membership

The Membership of the association shall consist of General Members, and any of the following classes of Members -

1. Student Members - part-time/full-time students of any student body;
2. Organisation Members - Corporate/Government Members;
3. Honorary Life Members - Any delegate of 'The Association to Preserve Asian Culture', and/or any original organisation donor or individual donor of the Nepal Peace Pagoda 'Save the Pagoda Committee' Fund, and/or any Management Committee Member of the 'Friends of the Pagoda' Steering Committee, and/or Sponsor of the Association.
4. Association Delegate Members - Any person or organisation appointed by the Association. Has the priveledges of an Honorary Life Membership.
5. Management Committee Members - persons appointed/elected to the positions of President, Vice-President, Treasurer, Secretary, and

Manager of an Association sub-committee.

10. Membership

1. A person who is a delegate of 'The Association to Preserve Asian Culture', and/or who was a member of the 'Save the Pagoda Committee Fund', and/or 'Friends of the Pagoda', and who, on or before a day fixed by the Management Committee, agrees in writing to become a member of the Association, must be admitted by the Management Committee to the same class of Membership of the Association as held by that delegate to 'The Association to Preserve Asian Culture', and/or member of 'Save the Pagoda' Committee, and/or 'Friends of the Pagoda'.
2. A person who is a delegate of 'The Association to Preserve Asian Culture', and/or was member of the 'Save the Pagoda' Committee, and/or 'Friends of the Pagoda', and who, before becoming a member, has paid the member's annual subscription for Membership of the 'Save the Pagoda' Committee, and/or 'Friends of the Pagoda', on or before a day fixed by the Management Committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the Management Committee as the day on which the next annual subscription is payable.
3. An application for membership must be -
  1. in writing, courtesy of the Email Membership Form located at <http://www.foundationexpo88.org/friendsofthepagoda/> and;
  2. accompanied by Membership Fee, payable via PayPal, directions located at The Friends of the Pagoda Association page at <http://www.foundationexpo88.org/friendsofthepagoda/>;
    1. With the exception of the following categories of Membership, where Membership is ratified or appointed by the Association Management Committee, and the annual Membership Fee is waived.
      1. Honorary Life Membership
      2. Management Committee Membership
      3. Association Delegate Membership
4. Subject to subsections (1.) to (2.) membership is validated upon receipt of completed Email Membership Form to [friendsofthepagoda@foundationexpo88.org](mailto:friendsofthepagoda@foundationexpo88.org).
5. The Secretary is required to send via applicant's nominated email address, official recognition of Membership status within 14 days of validation.
6. Applicants for Membership and Members of the Association must read

and agree to the Association Rules, as located at <http://www.foundationexpo88.org/friendsofthepagoda/>.

11. Membership Fees and Sponsorship

1. The membership fee for each class of membership -

1. General Membership: \$AUD 20.00 per annum
2. Student Membership: \$AUD 10.00 per annum
3. Organisation Membership: \$AUD 200.00 per annum
4. Management Committee Membership: NIL
5. Association Delegate Membership: NIL
6. Honorary Life Membership: NIL

2. Sponsorship

1. Honorary Life Membership is bestowed upon Sponsors of the Association

2. Sponsor Categories

1. Pavilion Gold Sponsor: \$AUD 20,000  
Participating Pavilion or Sponsor of Entertainment and/or Services at World Expo '88
2. Retailer Silver Sponsor: \$AUD 10,000  
Participating Retailer at World Expo '88
3. Friendship Bronze Sponsor: \$AUD 5,000

3. Change of/and Payment of Membership Fees

1. Membership Fees can only be changed at the Annual General Meeting;
2. Membership Fees are payable within one month of the new financial year.

4. Change of/Arrangement of/and Payment of Sponsorship

1. Category Sponsor amounts can only be changed at the Annual General Meeting;
2. Sponsorship Arrangements can only be made by letter addressed to the President of the Association, or by personal presentation at the Annual General Meeting;

3. Payment of Sponsorship can only be made by liaison with the President by letter and personal presentation at the Annual General Meeting.

12. Termination of Membership

1. A member may resign from the Association by giving a written notice of resignation to the Secretary.
2. The resignation takes effect on -
  1. the day and at the time the notice is received by the Secretary; or
  2. if a later day is stated in the notice - the later day.
3. The resignation takes effect on -
  1. The Management Committee may terminate a member's membership if the member -
    1. is convicted of an indictable offence; or
    2. does not comply with any of the provisions of these rules; or
    3. has membership fees in arrears for at least 2 months; or
    4. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
4. The resignation takes effect on -
  1. Before the Management Committee terminates a member's membership, the Committee must give the Member a full and fair opportunity to show why the membership should not be terminated.
  2. If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Committee must give the member a written notice of the decision.

13. Appeal against rejection or termination of membership

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



2. A notice of intention to appeal must be given to the Secretary within one month after the person receives written notice of the decision.
  3. If the Secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
  4. At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
  5. Also, the Management Committee and the Committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
  6. An appeal must be decided by a vote of the members present at the meeting.
  7. If a person whose application has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee paid by the person.
14. Register of Members
1. The Management Committee must keep a register of members.
  2. The register of members must include the following particulars for each member -
    1. the Christian, Given Names, Surname, postal and email address of the Member, including where applicable website address, as written in the English language;
    2. the date of admission as a member;
    3. the date of death or resignation of the member;
    4. details about the termination or reinstatement of membership;
    5. any other particulars the Management Committee or the members at a general meeting decide.
  3. A member may inspect his/her member record by Emailed transcript, by written emailed application to the Secretary.

1. The Secretary must provide a time to comply with this request within seven days.

15. The Secretary

1. If the Association has not elected an interim officer as Secretary for the Association before its incorporation, the members of the Management committee must ensure a secretary is appointed or elected for the Association within one month after incorporation.
2. If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the Association within one month after the vacancy happens.
3. The Secretary must be an individual residing in Queensland, or within 65km of the Queensland border, who is -
  1. a member of the Association elected by the Association as Secretary; or
  2. any of the following persons appointed by the Management Committee -
    1. a Member of the Association's Management Committee;
    2. a Member of the Association;
    3. another person.

16. Membership of Management Committee

1. The Management Committee of the Association consists of a President, Vice-President, Treasurer, and any other Members the Association Members elect or appoint at a General Meeting.
2. A Member of the Management Committee, other than the Secretary, must be a Member of the Association.
3. At each Annual General Meeting of the Association, the Members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

17. Electing the Management Committee

1. A member of the Management Committee may only be elected as follows -
  1. any 2 members of the Association at a General Meeting may

nominate another member or person (the candidate) to serve as a member of the Management Committee;

2. The candidate if present at the Meeting, may choose to accept or reject the nomination, which, then determined by number of other candidates, if accepted, is decided by a show of hands or secret ballot by Association Members, and so on for each nominated candidate. Should two or more candidates receive equal votes, a deciding vote is given by the President, or another member of the Association Management Committee.
  3. If the candidate is not present at the Meeting, notification of nomination is to be forwarded to the candidate's postal address, or in person, in addition to notification via telephone, for acceptance or rejection by the candidate within 14 days of notification.
  4. If there are no other candidates for the position, and the position is accepted by the candidate, the candidate shall accede to the position, until the next Annual General Meeting.
  5. The candidate, if not a member of the Association, then has a further 14 days to become a member, or, the nomination for the position in question lapses, and another person must be appointed.
18. Resignation or removal from office of Management Committee Member
1. A Management Committee member may resign from the Committee by giving written notice of resignation to the Secretary.
  2. The resignation takes effect on -
    1. the day and at the time the notice is received by the Secretary, via email [friendsofthepagoda@foundationexpo88.org](mailto:friendsofthepagoda@foundationexpo88.org); or,
    2. if a later day is stated in the notice - the later day.
  3. A Member may be removed from office at the Annual General Meeting of the Association if a majority of the members present at the meeting vote in favour of removing the member.
  4. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
  5. A member has right of appeal against the member's removal from office under section (11.)

19. Vacancies on Management Committee

1. If a casual vacancy happens on the Management Committee, the continuing members of the Committee may appoint another member of the Association to fill the vacancy until the next Annual General meeting.
2. Should no person be able to be appointed, continuing members of the Management Committee may act in that position on an interim basis until the next General Meeting or Annual General Meeting.

20. Functions of Management Committee

1. Subject to these rules or a resolution of the Association members carried at a General Meeting, the Management Committee -
  1. has the general control and management of the administration of the affairs, property and funds of the Association; and
  2. has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent.
2. The Management Committee may exercise the powers of the Association -
  1. to raise or secure the payment of amounts in a way the Association members decide; and
  2. to secure the amounts mentioned in section (18.1.) or the payment of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way; and
  3. to invest in a way the members of the Association may from time to time decide.

21. Meetings of Management Committee

1. Subject to sections (2.) to (19.), the Management Committee may meet and conduct its proceedings as it considers appropriate.
2. The Management Committee meets every February, May, August, and, November at a venue no further than 500 metres from the Nepal Peace Pagoda, South Bank Parklands, Brisbane.
3. The Committee must decide how a meeting is to be called.
4. Notice of a meeting is to be given in the way decided by the

Committee.

5. If the Secretary receives a written request signed by at least 33% of the Management Committee members, the Secretary must call a special meeting of the Committee.
6. A request for a special meeting must state -
  1. why the special meeting is being called; and
  2. the business to be conducted at the meeting.
7. At a Management Committee meeting, more than 50% of the members elected or appointed to the Committee as at the close of the last General Meeting of the members form a quorum.
8. A question arising at a Committee Meeting is to be decided by a majority vote of Committee Members present at the meeting and, if the votes are equal, the question is decided in the negative.
9. A Management Committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
10. The Secretary must give each Management Committee member at least 14 days notice of a special meeting of the Committee.
11. A notice of a special meeting must state -
  1. the day, time and place of the meeting; and
  2. the business to be conducted at the meeting.
12. A special meeting must take place within South Bank Parklands, Brisbane.
13. The President or, if there is no President or if the President is not present within 30 minutes after the time fixed for a Management Committee meeting, the Vice-President is to preside as Chairperson at the meeting.
14. If the President and the Vice-President are absent from a Management Committee meeting, the members may choose 1 of their number to preside as Chairperson at the meeting.
15. If a quorum is not present within 45 minutes after the time fixed for a Management Committee meeting called on the request of committee members, the meeting lapses.

16. If a quorum is not present within 45 minutes after the time fixed for a Management Committee meeting called other than on the request of Committee members, the meeting is to be adjourned to -
  1. the same day, time and place in the next week; or
  2. a day, time and place decided by the Committee.
17. If, at the adjourned meeting mentioned in section (19.15.), a quorum is not present within 45 minutes after the time fixed for the meeting, the meeting lapses.
22. Delegation of Management Committee Members
  1. The Management Committee may delegate the whole or part of its powers to a subcommittee consisting of the Association members considered appropriate by the Committee.
  2. A subcommittee may only exercise delegated powers in the way the Management Committee decides.
  3. A subcommittee may elect a Chairperson of its meetings.
  4. If a Chairperson is not elected, or if the Chairperson is not present within 30 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be Chairperson of the meeting.
  5. A subcommittee may meet and adjourn as it considers appropriate.
  6. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.
23. General Meetings
  1. General Meetings are held on the last Sunday of each month, between 2-4pm, at a venue no more than 500m from South Bank Parklands - the former World Expo '88 site.
  2. General Meetings are occasions when members of the Management Committee and general members of the Association discuss general business, and further the Association's goals.
  3. General Meetings are also the venue for non-members of the Association to become members subject to sections (7.) to (11.).
  4. Costs incurred at General Meetings for the purpose of carrying out business, such as stationery, note paper, ball-point pens, and/or

any other office related supplies and/or equipment is either waived by the Secretary, or re-reimbursed to the Secretary, as the Association Treasury allows.

5. Catering costs are to be borne by the participant on a user pays or gold coin donation basis.

24. Annual General Meetings

1. The Annual General Meeting is held on the first Sunday afternoon or first Wednesday evening of February each year, as proposed by the Secretary and decided by the Management Committee at the November General Meeting of same year.
2. The Annual General Meeting is to be held at a venue at South Bank Parklands, Brisbane.
3. Costs incurred at Annual General Meetings for the purpose of carrying out business, such as stationery, note paper, ball-point pens, and/or any other office related supplies and/or equipment, as well as catering costs are either waived by the Secretary, or re-reimbursed to the Secretary, as the Association Treasury allows.

25. Business to be conducted at Annual General Meetings

1. The following business must be conducted at each Annual General Meeting -
  1. receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Association for the last financial year;<sup>1</sup>
  2. receiving the Auditor's report on the financial affairs of the Association for the last financial year;
  3. presenting the Audited statement to the meeting for adoption;
  4. electing members of the Management Committee;
  5. appointing an Auditor.

26. Special General Meeting

1. The Secretary may only call a special General Meeting by giving each member notice of the meeting within 14 days after -
  1. being directed to call the meeting by the Management Committee;

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<sup>1</sup> This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement).

or;

2. being given a written request signed by -
  1. at least 33% of the members of the Association presently on the Management Committee; or
  2. at least the number of general members of the Association equal to double the number of members of the Association presently on the Management Committee plus 1; or
  3. being given a written notice of an intention to appeal against the decision of the Management Committee -
    1. to reject an application for membership; or
    2. to terminate a person' s membership.

2. A request mentioned in section (24.1.1.) must state -

1. why the special general meeting is being called; and
2. the business to be conducted at the meeting.

3. A special general meeting must be conducted at South Bank Parklands, Brisbane.

27. Quorum for, and adjournment of, General Meeting

1. Subject to section (25.5.), at a general meeting the number of members equal to double the number of members of the association presently on the management committee plus 1 form a quorum.
2. No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
3. If a quorum is not present within 45 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
4. If a quorum is not present within 45 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association, the meeting is to be adjourned to -
  1. the same day, time and place in the next week; or
  2. a day, time and place decided by the management committee.



5. If at an adjourned meeting, a quorum under subsection (1.) is not present within 45 minutes after the time fixed for the meeting, the members present form a quorum.
6. The Chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
7. If a meeting is adjourned under subsection (6.), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
8. The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
9. If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
10. In this rule -
  1. "member" includes a person attending as a proxy or representing a corporation that is a member.

28. Procedure at General Meeting

1. Subject to these rules, at each general meeting -
  1. the President or, if there is no President or if the President is not present within 30 minutes after the time fixed for the meeting or is unwilling to act, the Vice-President is to preside as Chairperson; and
  2. if the Vice-President is absent or unwilling to act as Chairperson, the members present must elect 1 of their number to be Chairperson of the meeting; and
  3. the Chairperson must conduct the meeting in a proper and orderly way; and
  4. each question, matter or resolution must be decided by a majority of votes of the members present; and
  5. each member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote; and
  6. a member is not entitled to vote at a general meeting if the

member's annual subscription is in arrears at the date of the meeting; and

7. voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
8. if a secret ballot is held, the Chairperson must appoint 2 members to conduct the secret ballot in the way the Chairperson decides; and
9. the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and
10. a member may vote in person or by proxy or by attorney and -
  1. on a show of hands, each person present who is a member or a representative of a member has 1 vote; and
  2. in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 vote; and
11. an instrument appointing a proxy must be in writing; and -
  1. if the appointor is an individual - signed by the appointor or the appointor's attorney properly authorised in writing; or
  2. if the appointor is a corporation - either under seal or signed by a properly authorised officer or attorney of the corporation; and
12. a proxy may be a member of the Association or another person; and
13. the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
14. if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form -

[NOTE PAGE 19]

PROXY FORM

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TO THE FRIENDS OF THE PAGODA ASSOCIATION:

I, \_\_\_\_\_ of  
,  
being a member of the Association, appoint  
\_\_\_\_\_ of  
,  
as my proxy to vote for me on my behalf at the (Annual) General Meeting of The Friends of the Pagoda Association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_ and at any adjournment of the Meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, A.D.

Signature \_\_\_\_\_

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

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\* Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.); and

15. each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
16. the Secretary must ensure full and accurate Minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting and General Meeting are entered in a Minute book; and
17. the Secretary must ensure the Minute Book for each General Meeting is open for inspection at all reasonable times by any member who previously applies to the Secretary for the inspection.
18. To ensure the accuracy of the minutes recorded under subsection (17.) -
  1. the Minutes of each Management Committee Meeting must be signed by the Chairperson of the Meeting, or the Chairperson of the next Management Committee Meeting,

verifying their accuracy; and

2. the Minutes of each General Meeting must be signed by the Chairperson of the Meeting, or the Chairperson of the next General Meeting, verifying their accuracy; and
3. the Minutes of each Annual General Meeting must be signed by the Chairperson of the Meeting, or the Chairperson of the next Meeting of the Association that is a General Meeting or Annual General Meeting, verifying their accuracy.

29. By-Laws

1. The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
2. A by-law may be set aside by a vote of members at the Annual General Meeting of the Association.

30. Amendment of the Association Rules

1. Subject to guidelines established by the *Associations Incorporation Act 1981 (Queensland)*, these rules may be amended, or added to by a special resolution carried at the Annual General Meeting.
2. Subsequent to incorporation, it is the role of the Secretary to lodge with the State Government of Queensland Office of Fair Trading the amended Association Rules within two weeks of the Annual General Meeting.

31. Common Seal

1. The Management Committee must ensure the Association has a Common Seal.
2. The Common Seal must be -
  1. kept securely by the Management Committee; and
  2. used only under the authority of the Management Committee.
3. Each instrument to which the seal is attached must be signed by a Member of the Management Committee and countersigned by -
  1. the Secretary; or
  2. another member of the Management Committee; or
  3. a member appointed by the Management Committee.

32. Funds and Accounts

1. The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
4. If an amount of \$100.00 or more is paid by cheque, the cheque must be signed by any 2 of the following -
  1. the President;
  2. the Secretary;
  3. the Treasurer;
  4. another member authorised by the Management Committee for the purpose.
5. Cheques must be crossed 'not negotiable.'
6. A petty cash account and secure lockable casket must be kept by the Treasurer, and the Management Committee must decide the amount of petty cash to be kept in the account.
7. All expenditure must be approved at a Management Committee Meeting.
8. The Treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
  1. the income and expenditure for the financial year just ended;
  2. the Association's assets and liabilities at the close of the year;
9. If the Association is incorporated within 3 months before the end of the Association's financial year, subsection (8) does not apply for the financial year in which the Association is incorporated.
10. The auditor must examine the statement prepared under subsection (8) and present a report about it to the Secretary at the next annual general meeting following the financial year for which the

audit was made.

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

33. Documents

1. The Secretary must ensure the safe custody of books, documents, instruments of title and securities of the Association, and ensure that a record of these documents is kept.

34. Financial Year

1. The financial year of the Association closes on 31 December in each year.

35. Distribution of surplus assets to another entity

1. This section applies if the Association -
  1. is wound-up under part 10 of the Act;<sup>1</sup> and
  2. it has surplus assets.
2. The surplus assets must not be distributed among the association members.
3. The surplus assets must be given to another entity either located within the capital of the State of Queensland, or the capital of the Commonwealth of Australia, -
  1. having objectives similar to the Association's objectives; and
  2. the rules of which prohibit the distribution of the entity's income and assets to its members.
4. In this section -

"surplus assets" has the meaning given by section 92(3)<sup>2</sup> of the Act.

36. End of this document

1. This is the end.

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<sup>1</sup> Part 10 (Winding-up) of the Act  
<sup>2</sup> Section 92 (Distribution of surplus assets) of the Act.

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