

# **RAEME ASSOCIATION QUEENSLAND INC**



**CONSTITUTION**  
**Dated 5 October 2022**  
**(Amended 4 December 2024)**

# ROYAL AUSTRALIAN ELECTRICAL AND MECHANICAL ENGINEERS ASSOCIATION INCORPORATED - QUEENSLAND REGION CONSTITUTION

## 1. Preliminary

The Royal Australian Electrical and Mechanical Engineers Association Incorporated - Queensland Region, shall be established in accordance with the terms of this Constitution and the rules set out within.

## 2. Incorporated Association name

The official incorporated name registered under the Act is 'RAEME Association Queensland Incorporated'. For the purposes of this document may also be referred to as 'the Association'. The incorporated name is to be used on all official documents and the Association seal.

## 3. Interpretation

(1) In these rules—

- (a) *Act* means the *Associations Incorporation Act 1981* and includes any regulations made under that Act.
- (b) *administrative committee*, the office holders who undertake specific tasks to support the daily running of the Association.
- (c) *chairman* is the highest-ranking executive, elected and authorised member of the executive management committee and normally acts as chairperson.
- (d) *chairperson* is the person chairing a meeting,
- (e) *casual vacancy* means a vacancy that happens when an elected member of the executive management committee resigns, dies, or otherwise stops holding office.
- (f) *corps*, the Corps of the Royal Australian Electrical Mechanical Engineers ('RAEME').
- (g) *deputy chairman* is the elected and authorised member of the executive management committee and acts as chairman in their absence or when delegated by the executive.
- (h) *executive* is a member of the executive management committee ('executive'), consisting of the positions outlined in rule 9 (2).
- (i) *executive management committee ('executive')*, controls and oversees all activities of the Association.
- (j) *financial member* is a member who has paid a subscription fee and is current in their subscription.
- (k) *meeting* is a gathering of the members of the Association in accordance with annex A.
- (l) *provisional member* is the period from a new membership application to formal acceptance at a general meeting.
- (m) *reportable financial year* is the 12-month period from 1 July to 30 June.
- (n) *secretary* is the elected and authorised member of the executive management committee.
- (o) *special resolution* is a motion that requires not less than three-quarters of the members voting at a general meeting, whether in person or by proxy, to vote in favour of the resolution.
- (p) *treasurer* is the elected and authorised member of the executive management committee

- (q) *community service purpose* is a purpose that is altruistic
- (r) *community service organisation* is an organisation, such as the RAQ, that is established and operated for the wellbeing and benefit of others. Community service organisations promote, provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members of the community who have a particular need by reason of youth, age, infirmity or disablement, poverty or economic circumstances or, specifically for the RAQ, social circumstances.

(2) A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

#### **4. Role of the Association**

The RAEME Association Queensland Incorporated is a not-for-profit, volunteer, community service organisation, supporting the RAEME National Network by providing leadership to, and a focal point for, all RAEME affiliated Associations in Queensland, by promoting and recognising the corps and its achievements via independent memorial, celebratory, social, fundraising, sporting and other activities.

#### **5. Purpose**

The purposes of the Association are to—

- (a) promote, provide or carry out activities, facilities or projects for the benefit or welfare of the community or any members of the RAQ as a community service organisation; and
- (b) promote the corps identity and reputation in Queensland; and
- (c) recognise and celebrate the achievements of the members of the corps in Queensland; and
- (d) provide a focal point for corps activities in Queensland.

#### **6. Responsibilities**

The Association is responsible for the tasks outlined in the Association's current or subsequent approved Strategic Plan.

#### **7. Powers**

The Association has the powers to—

- (a) enter into contracts; and
- (b) acquire, hold, deal with and dispose of property; and
- (c) make charges for services and facilities it supplies; and
- (d) undertake other tasks necessary to effectively carry out its affairs; and
- (e) issue secure and unsecured notes, debentures, and debenture stock for the Association.

#### **8. Association committees**

(1) Administration of the Association is vested with the elected executive and the administrative committee office holders.

(2) Sub-committees may be established to assist the executive and administrative committee where necessary.

## **9. Executive management committee ('executive')**

- (1) In accordance with the Act, the executive must have at least three members, including the chairman and treasurer. The chairman and treasurer cannot be the same person.
- (2) The executive, to be elected or appointed or removed in accordance with annex B, consists of the following positions—
  - (a) chairman; and
  - (b) deputy chairman; and
  - (c) treasurer; and
  - (d) secretary.
- (3) The rules governing the responsibilities of the executive are detailed at annex C.
- (4) The executive has the authority to interpret the meaning of this Constitution and any matter in relation to the Association on which the rules are silent. Any interpretation must remain compliant with the Act, including any regulation made under the Act. If there is any inconsistency between the Constitution and the Act, the Act prevails.

## **10. Administrative committee**

- (1) The administrative committee undertakes specific tasks to support the executive and the Association and may include, but are not limited to the following appointments—
  - (a) membership officer; and
  - (b) welfare officer; and
  - (c) communications officer; and
  - (d) promotions officer; and
  - (e) webmaster; and
  - (f) functions officer; and
  - (g) regional representatives (as required); and
  - (h) RAEME National Network representative.
- (2) The office holders are to be appointed by the executive. Being the workforce for the Association, their role is to undertake allocated tasks necessary to ensure that the Association achieves its purposes.

## **11. Responsibilities of the administrative committee**

Office holders are responsible to—

- (a) work effectively with the executive, and the other Association committees/sub-committees; and
- (b) work in accordance with any policies and procedures of the Association; and
- (c) report to the executive on all matters related to their specific appointment; and
- (d) promote and facilitate the Association's purposes.

## **12. Sub-committees**

The executive may establish sub-committees for specific short-term tasks or activities. Chairpersons of each sub-committee are appointed by the executive to complete the task for which the sub-committee was formed. Sub-committee members are selected by the sub-committee chairperson and must be financial members of the Association.

### **13. Responsibilities of sub-committee chairpersons**

All subcommittee chairpersons are responsible for the following—

- (a) planning, co-ordinating, and completing tasks as assigned by the executive; and
- (b) other duties as assigned by the executive; and
- (c) providing reports on sub-committee activities to the executive as required.

### **14. Acts not affected by defects or disqualifications**

An act performed by an elected executive, a person on the administrative committee or sub-committee is taken to have been validly performed. This rule applies even if the act was performed when—

- (a) there was a defect in the appointment of a member of the executive, the administrative committee or sub-committee; or
- (b) the executive, a member of the administrative committee or sub-committee was disqualified from being a member.

### **15. Advisory committee**

Advisory committee members are invited by the executive and do not have voting rights at meetings unless they are financial members of the Association. Advisory committee members include, but are not limited to—

- (a) patron; and
- (b) regional Colonel Commandant; and
- (c) serving corps representatives from Queensland military establishments; and
- (d) external affiliated Association representatives.

### **16. Responsibilities of the advisory committee**

Advisory committee responsibilities include—

- (a) provision of information that is relevant to the Association and its members; and
- (b) promotion of the Association's purposes; and
- (c) facilitation of engagement with the executive, administrative committee, and sub-committees.

### **17. Membership of the Association**

(1) The Association has four classes of membership as follows—

- (a) annual subscription—a person who is a financial member and renews their membership annually; and
- (b) life subscription—a person who has paid for a life subscription; and
- (c) honorary life member—bestowed as determined from time to time by the executive; and
- (d) affiliate—any RAEME Association, other group or person may be affiliated to the Association upon receipt of written application and subsequent approval by the executive. If appropriate, and as determined by the executive, a fee may be imposed for this type of membership. Approval of affiliation of RAEME and other organisations does not confer or imply individual or financial membership for members of the approved affiliate organisation unless the individuals are financial members of the Association.

(2) There is no limit on membership numbers.

## **18. Membership entitlement**

Full details of the rules for membership of the Association are at annex D.

## **19. Meetings**

The Association may conduct different types of meetings. The rules governing holding and conducting meetings are at annex A.

## **20. Proxies**

Members can appoint a proxy to act on their behalf. An instrument appointing a proxy for voting at an Association meeting must comply with the rules detailed at annex E. A proxy form is available on the Association website.

## **21. Alteration of rules**

In accordance with the Act, these rules may be amended or repealed by a special resolution carried at a general meeting, however, such resolutions are valid only if they are registered by the Chief Executive.

## **22. Common seal**

- (1) The executive must ensure that the Association has a common seal and it is only to be used under the authority of the executive.
- (2) Each instrument to which the seal is attached must be signed by a member of the executive and countersigned by—
  - (a) another member of the executive; or
  - (b) someone authorised by the executive.

## **23. Finance matters**

Rules governing the Association's finances are shown in annex F.

## **24. Documents**

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

## **25. Remuneration to members**

- (1) The Association prohibits the remuneration of members, and
- (2) The Association prohibits the distribution of assets or funds as a form of remuneration to members.

## **26. Winding up the Association**

- (1) A special resolution must be instigated to wind up the RAEME Association Queensland Inc.

(2) If the Association is wound-up under part 10 of the Act and has surplus assets, these assets must not be distributed among the members of the Association, but rather, must be given to another entity—

- (a) which has objectives similar to the Association, and
- (b) where the rules of that entity prohibit the distribution of its income and assets to its members.

**For and on behalf of the RAEME Association Queensland Inc.**

Peter Matthews  
**Chairman**

Ty Bodle  
**Secretary**

Dated this 4<sup>th</sup> day of September 2024

**Annexes**

A - Rules governing meetings

B - Rules governing the election of the executive management committee

C - Rules governing the responsibilities of the executive management committee

D - Rules governing membership

E - Rules governing proxies at meetings

F - Rules governing the Association's finances

G - Rules governing donations, sponsorship, and other support

H - Rules governing the grievance procedure

## **ANNEX A - Rules governing meetings**

### **A-1 Meetings**

The Association may conduct the following meetings—

- (a) annual general meeting (AGM); and
- (b) monthly general meeting; and
- (c) executive and administrative committee meetings; and
- (d) special general meeting; and
- (e) sub-committee meeting.

### **A-2 Annual general meetings**

An annual general meeting must be held—

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

### **A-3 Notice of an annual general meeting**

The secretary may call an annual general meeting subject to providing at least 14 days notice of the meeting to each member.

### **A-4 Business to be conducted at an annual general meeting**

As a minimum, the following business must be conducted at each annual general meeting —

- (a) receipt of the financial statement for the last reportable financial year; and
- (b) presentation of the financial statement and signed statement to the meeting for adoption; and
- (c) election of members of the executive every two years; and
- (d) appointment of an auditor, an accountant, or an appropriately qualified person for the present financial year.

### **A-5 General meetings**

- (1) General meetings are normally held monthly and attended by the executive, other administrative committee members and other members of the Association.
- (2) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (3) The chairman is to preside at each general meeting. However, if he or she is not present within 15 minutes after the time fixed for the meeting or is unable or unwilling to act, another member of the executive is to preside. If there is no executive to act as chairperson, the meeting is adjourned.
- (4) The chairperson must conduct the meeting in a proper and orderly way.

### **A-6 Notice of a general meeting**

- (1) The secretary may call a meeting subject to providing at least six days notice for monthly general meetings and 14 days notice for other meetings to each member stating the business to

be conducted at the meeting. If the secretary is unable or unwilling to call a meeting, the chairperson must do so.

(2) The executive will decide the way in which the notice is given.

### **A-7 Business to be conducted at general meeting**

The following business must be conducted at each general meeting—

- (a) presenting the financial statement to the meeting since the last general meeting for consideration and adoption; and
- (b) election of office holders as required; and
- (c) discussion and approval, or otherwise, of new membership applications; and
- (d) discussion and approval, or otherwise, of any proposed financial or resource expenditure that will occur during the time between the current meeting and the next scheduled meeting; and
- (e) discussion and approval, or otherwise, of motions put under general business.

### **A-8 Voting at a general meeting**

Procedures to be followed when considering motions at a general meeting are—

- (a) each question, matter, or resolution, other than a special resolution, must be decided by a majority of votes of the members present; and
- (b) each member present is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
- (c) the method of voting is to be decided by the executive; and
- (d) voting must be by secret ballot if at least twenty percent of the members present demand a secret ballot; and
- (e) if a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way he or she decides; and
- (f) 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.

### **A-9 Quorum for and adjournment of general meetings**

(1) The quorum for a general meeting requires a minimum of one executive and a minimum of five Financial Members at the close of the Association's last meeting. If there is no quorum within 20 minutes after the time fixed for a general meeting, the meeting is to be postponed to a date and time to be decided.

(2) A meeting may be adjourned at the request of the members present and the direction of the chairperson. When the meeting is reconvened, only the business left unfinished at that meeting may be conducted. If a meeting having been adjourned is not reconvened within 30 days, the Secretary must provide notice of any subsequent meeting in the same way as the original meeting.

### **A-10 Special general meeting**

(1) Special general meetings are conducted as required.

(2) The secretary must call a special general meeting by giving each member of the Association notice of the meeting within 14 days after—

- (a) being directed to call the meeting by the executive; or
  - (b) being given a written request signed by two members of the executive when the request is signed; or
  - (c) being given a written request signed by six ordinary members of the Association; or
  - (d) being given a written notice of an intention to appeal against the decision of the executive to terminate or reject an application for membership.
- (3) Any request to hold a special general meeting under rules A-10 (2) (b) and (c) must state why the meeting is being called and provide details of the business to be conducted.
- (4) A special general meeting must be held within three months after the secretary is directed to call the meeting by the chairperson or requested to do so in accordance with rules A-10 (2) (b) and (c) above.
- (5) If the secretary is unable or unwilling to call the special meeting, the chairperson must call the meeting.

### **A-11 Executive and administrative committee meetings**

Executive and administrative committee meetings are held as required.

### **A-12 Resolutions of an executive management committee without a meeting**

- (1) Decisions by the executive are by majority vote. A quorum is three.
- (2) A written resolution authorised by each member of the executive is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (3) A resolution may consist of several documents in like form, each authorised by one or more members of the executive.

### **A-13 Sub-committee meetings**

Sub-committee meetings are held as required by the sub-committee chairperson.

### **A-14 Minutes of meetings**

- (1) The secretary must ensure complete and accurate minutes of all proceedings of each general meeting are recorded and maintained in an accessible data base and made available to members of the Association.
- (2) The minutes of each annual general meeting must be verified and signed by the chairperson of the meeting, or the chairperson of the next general meeting or annual general meeting. Minutes must be made available to all members of the Association.

### **A-15 Special circumstances**

In the event a physical meeting cannot take place due to government restrictions or circumstances outside the Association's control, the executive can elect to hold meetings using technology in a manner that reasonably allows a member to hear and take part in discussions.

## **ANNEX B - Rules governing the election of the executive management committee ('executive')**

### **B-1 Electing the executive**

- (1) Members of the executive are elected biennially at the annual general meeting.
- (2) A member of the executive may only be elected as follows—
  - (a) a nomination by a member (the candidate) must be supported by any two members of the Association to serve as a member of the executive; and
  - (b) the nomination must be in writing or in a form authorised by the executive—
    - (i) and authorised by the candidate and the members who support him or her; and
    - (ii) and given to the secretary at least 14 days before the annual general meeting at which the election is to be held.
- (3) The secretary must produce a list of candidates names in alphabetical order to the membership at least seven days immediately preceding the annual general meeting.
- (4) Each member of the Association present and eligible to vote at the annual general meeting may vote for one candidate for each vacant position on the executive.
- (5) If, at the start of the meeting, no nominations for a position have been received, nominations may be taken from the floor of the meeting.
- (6) A member may be a candidate only if they are—
  - (a) an adult; and
  - (b) not in breach of Section 61A of the Act
- (7) If required by the executive, balloting lists must be prepared containing the names of candidates in alphabetical order.

### **B-2 Vacancies on the executive**

- (1) A member of the executive may resign from the committee by giving written notice of resignation to the secretary. The resignation takes effect at—
  - (a) the time the notice is received by the secretary, or in the case of the secretary's resignation is received by the chairman; or
  - (b) a later time is stated in the notice — the later time.
- (2) If a casual vacancy happens on the executive and the number of executive members is less than the number fixed as a quorum, the remaining executive members must within one month—
  - (a) at a meeting of the Association call for nominations to fill the vacancy; or
  - (b) appoint another member of the Association to fill the vacancy.
- (3) In the case of a casual vacancy, the appointment holds until the next annual general meeting.

### **B-3 Removal of the executive**

- (1) An executive may be removed from office at a general meeting if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (2) Before a vote of members is taken about removing an executive from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed.
- (3) A member has no right of appeal against the members removal from office under this rule.
- (4) If an executive member is removed, the person remains a member of the Association subject to the membership rules in annex D.

## **ANNEX C - Rules governing the responsibilities of the executive management committee ('executive')**

### **C-1 Duties of the executive**

Subject to these rules or a resolution of the members of the Association carried at a general meeting, the executive has general control and management responsibilities of the affairs, including property and financial assets of the Association. Specifically, the executive is responsible for—

- (a) complying with the requirements of the Act
- (b) managing the administrative and financial affairs of the Association; and
- (c) defining the roles and tasks of the executive, administrative committee, and sub-committees: and
- (d) appointing members to casual vacancies on the executive, office holders to the administrative committee and sub-committee chairpersons; and
- (e) publishing the agenda and minutes of all meetings; and
- (f) inviting appointees to be a member of the advisory committee; and
- (g) the acceptance or rejection of membership applications; and
- (h) initial investigation of appeals by applicants for membership who have been rejected, or members that have been advised that their membership will not be renewed; and
- (i) terminating membership of the Association in accordance with rule D-4; and
- (j) ensuring classes of membership rules are adhered to including the payment method of subscriptions; and
- (k) ensuring all decisions are taken in the best interest of the Association and its members; and
- (l) exercising veto powers over the administrative committee and sub-committee decisions that are not in the best interest of the Association and its members; and
- (m) ensure proper accounting records are kept which correctly record and explain the transactions of the incorporated association and its financial position
- (n) ensuring the safe custody of a common seal of incorporation is maintained and that each use is recorded; and
- (o) deciding and approving nominations for Awards made by a member of the Association. Nominations include, but are not limited to, Honorary Life Membership and the Chairman's Award.

### **C-2 Responsibilities of the chairman**

The chairman responsibilities include, but are not limited to—

- (a) acting as chairperson at all meetings they attend; and
- (b) providing leadership and direction for the Association; and
- (c) ensuring the executive and administrative committee functions properly; and
- (d) ensuring the organisation is managed effectively; and
- (e) providing support and supervision to the members of the executive and administrative committee; and
- (f) representing the Association as its figure head.

### **C-3 Responsibilities of the secretary**

The secretary's position must comply with the requirements of the Act, responsibilities include, but are not limited to—

- (a) calling meetings of the Association, including preparing notices of meetings and agenda for business to be conducted at the meetings in consultation with the chairperson; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the Association; and
- (d) maintaining the register of Association members, affiliates and other applicable RAEME personnel.

### **C-4 Responsibilities of the treasurer**

The treasurer's responsibilities include, but are not limited to—

- (a) depositing cash/cheque receipts as soon as possible; and
- (b) maintaining records of all funds received and expenditure incurred; and
- (c) presenting all applicable documents to the auditor as soon as possible after the end of a financial year; and
- (d) presenting the monthly financial statement for the Association for the period since the previous monthly meeting; and
- (e) ensuring there are sufficient persons authorised to approve fund transfers, to enable payment of the Associations outstanding payments without undue delay; and
- (f) transferring funds between financial institutions as required.

## **ANNEX D - Rules governing membership**

### **D-1 New membership**

- (1) An application for membership must be in writing, hard copy or electronic form and accompanied with payment of the required membership fee, as per rule D-2.
- (2) The membership form is available on the Association website.

### **D-2 Subscription fees**

- (1) Membership fees for each class of member is the amount decided at a general meeting and are payable on the following basis—
  - (a) annual subscription paid on application and renewed on the 1 July each year; and
  - (b) life subscription paid at the time of application.
- (2) The executive can waive or defer subscription fees in circumstances of individual hardship or honour. Decisions must be tabled at the next monthly meeting following any determination.

### **D-3 Admission and rejection of new members**

- (1) Upon the submission of a completed application for membership and confirmation from the treasurer that the appropriate fee has been paid, the membership officer may accept the applicant as a provisional member of the Association.
- (2) The membership officer is to present the details of a provisional member for acceptance or rejection at the next monthly general meeting held after the receipt of that application.
- (3) If the majority of the members present at the general meeting vote to—
  - (a) accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for. The membership officer is to notify successful applicants and is to ensure a pack (the content being as decided by the executive), welcoming them to the Association is provided; or
  - (b) reject the applicant as a member, the secretary is to notify the unsuccessful applicant as soon practicable after the monthly general meeting. The applicant will receive written notice of the decision, the reasons why it was rejected and advise them of their right to appeal the decision.

### **D-4 Resignation and termination of membership**

- (1) A member may resign from the Association by giving a written notice of resignation to the secretary. The resignation will take effect from receipt of the resignation by the secretary or at a time stipulated in the member's resignation.
- (2) There is no refund of subscription fees paid on resignation.
- (3) The executive may terminate a member's membership if the member—
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these rules; or
  - (c) is in arrears with respect to payment of subscription fees; or
  - (d) conducts himself or herself in a way considered to be prejudicial to the of the purposes of the Association.
- (4) Before the executive terminates a membership, the member must be given a full and fair opportunity to show why their membership should not be terminated. If, after considering all

representations made by the member, the executive decides to terminate the membership, the secretary must give the member a written notice of the decision.

#### **D-5 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 their intention to appeal against the decision. The notice of intention to appeal must be given to the secretary within 30 days after the applicant receives written notice of the decision.
- (2) If the secretary receives a notice of intention to appeal from the applicant, within 30 days after receiving the notice, a meeting of the executive will be held to decide the appeal.
- (3) During the appeal proceedings, the applicant must be given a full and fair opportunity to show why their application should not be rejected or the membership should not be terminated.
- (4) Conversely, the executive must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- (5) An appeal must be decided by a majority vote of the executive members present. The executive decision is final.

#### **D-6 Refund of fees**

If a person whose application for membership has been rejected does not appeal against the decision within 30 days after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the treasurer must, as soon as practicable, refund the membership fee paid by the person. Refund of fees is limited to—

- (a) annual subscriptions, the amount paid in the current financial year; or
- (b) life subscriptions, the amount paid for life subscription or upgrade to life subscription.

#### **D-7 Register of members**

- (1) A register of all members of the association showing the following details is to be maintained by the Secretary—
  - (a) full name; and
  - (b) postal or residential address; and
  - (c) date of admission; and
  - (d) date of death or date of resignation; and
  - (e) details about the termination or reinstatement of membership; and
  - (f) any other details the executive or the members at a general meeting decide.
- (2) The register must be open for inspection by members of the association at all reasonable times.
- (3) A member must contact the secretary to arrange an inspection of the register.
- (4) However, the executive 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 executive management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

#### **D-8 Prohibition on use of information on register of members**

- (1) A member of the association must not—

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

## ANNEX E - Rules governing proxies at meetings

### E-1 Proxies

- (1) Proxies may be used for any Association meeting. All proxies must be in writing. The number of proxies which may be held by any member attending any meeting is limited to two.
- (2) A proxy may be for use as the proxy holder sees fit or may be used for a specific way of applying the vote, either for or against a motion.
- (3) The instrument appointing a proxy must—
  - (a) if the appointor is an individual, be signed by the appointor or the appointor's attorney properly authorised in writing; or
  - (b) if the appointor is a corporation—
    - (i) be under seal; or
    - (ii) be signed by a properly authorised officer or attorney of the corporation.
- (4) A proxy must be a member of the Association.
- (5) The instrument appointing a proxy is taken to confer authority to demand or join in the demanding of a secret ballot.
- (6) 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.
- (7) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- (8) An instrument appointing an unspecified proxy must be in writing and be in the following or similar form—

RAEME Association Queensland Inc

I, \_\_\_\_\_ of, \_\_\_\_\_  
(Name) (Address)

being a member of the Association, appoint \_\_\_\_\_ of  
(Name)

\_\_\_\_\_ as my proxy to vote for me on my  
Address and/or Corporation)

behalf at the (Annual) general meeting of the Association to be held on \_\_\_\_ day of 20\_\_\_\_ and at any adjournment of the meeting.

Signed \_\_\_\_\_ date \_\_\_\_\_

This form is to be used \*in favour of / \* against (*strike out whichever is not wanted*)  
The following resolutions: (List relevant resolutions)

## **ANNEX F - Rules governing the Association's finances**

### **F-1 Funds and account management**

- (1) The funds of the Association must be kept in an account in the name of the Association in an Australian financial institution decided by the executive. All receipts must be deposited in that account as soon as practicable after receipt.
- (2) A financial statement for the last reportable financial year is to be prepared as soon as practicable after the end of that year.

### **F-2 Income**

The income and property of the Association must be used solely for promoting the Association's purposes and exercising the Association's powers.

### **F-3 Expenditure**

- (1) All expenditure of Association funds must be approved by the executive or a monthly general meeting. Any proposed expenditure cannot be approved if it will exceed the current cash holdings of the account.
- (2) Expenditure is not to be incurred in aid of any religious organisation, and must be related to the achievement of the Association's purposes unless provided for in the Constitution AND as approved in conjunction with Annex G.

### **F-4 Payments**

- (1) Payments by the Association, as determined by the executive or general meeting, should be made by electronic funds transfer.
- (2) All payments are to be duly authorised by any two of the following—
  - (a) the chairman; or
  - (b) the deputy chairman; or
  - (c) the secretary; or
  - (d) the treasurer; or
  - (e) any one of up to three other members of the Association who have been authorised by the executive.

### **F-5 Lending, borrowing, and raising funds**

- (1) The Association is not to authorise the lending of monies without first seeking approval from a general meeting.
- (2) The executive, however, may—
  - (a) borrow, raise, or secure funds in a way the members of the Association decide; and
  - (b) purchase, redeem or pay off any securities issued; and
  - (c) mortgage or charge the whole or part of the Association's property; and
  - (d) issue debentures and other securities, whether outright or as security for any debt, liability, or obligation of the Association; and
  - (e) invest in a way the members of the Association may decide.

## **Annex G - Rules governing donations, sponsorship, and other support**

### **G-1 Donations and sponsorship support**

(1) Individuals or groups or members of the community may reach out to the Association seeking assistance. Requests for assistance may be in the form of—

- (a) financial donation; or
- (b) sponsorship; or
- (c) merchandise; or
- (d) combinations of the above.

(2) All requests for assistance must comply with **25. Remuneration to members**

### **G-2 Addressing requests**

(1) The Executive may approve a request for assistance in accordance with rule G-2 (2) below.

(2) The Executive must consider the following before deciding to support a request for assistance—

- (a) the sensitivity of the circumstances surrounding the request; and
- (b) the relationship to the Association of the person or group making the request; and
- (c) the impact of the Associations reputation in approving any benefit; and
- (d) the impact to the Associations financial status; and
- (e) precedent (any) resultant from the decision; and
- (f) any other relevant factors.

### **G-3 Limit of support**

The executive may offer support in any combination of the following—

- (a) communication of awareness or information of the requestees circumstances to the Associations network via appropriate means such as electronic communication, posting on the Associations web page, email or similar; and/or
- (b) financial support, or funding, to a limit of \$500; or
- (c) offer merchandise (or old stock) at cost or below cost for approved persons or groups to run raffles or sales, up to a maximum value of \$500 for a group or \$300 to an individual; or
- (d) any combination totalling above \$500 total cost in a calendar month must be tabled and approved by a majority at a monthly or extra-ordinary out of session meeting.

### **G-4 Tabling approved requests**

Any benefit approved by the executive must be tabled at the next monthly meeting.

## **Annex H - Rules governing the grievance procedure**

### **H-1 Application**

- (1) The grievance procedure set out applies to disputes under these Rules between—
  - (a) a member and another member; or
  - (b) a member and the Executive Management Committee; or
  - (c) a member and the Association.
- (2) A member must not initiate a grievance procedure in relation to a matter that is the subject of a disciplinary procedure until the disciplinary procedure has been completed.
- (3) The association must not take disciplinary action against any of the following persons in relation to the matter the subject of the grievance procedure until the grievance procedure has been completed -
  - (a) the member who initiated the grievance procedure (the complainant member);
  - (b) a member of the association appointed by the complainant member to act on behalf of the complainant member in the grievance procedure.

### **H-2 Parties must attempt to resolve the dispute**

The parties to a dispute must attempt to resolve the dispute between themselves within 14 days of the dispute coming to the attention of each party.

### **H-3 Appointment of a representative**

Parties to the dispute may appoint any person to act on their behalf.

### **H-4 Appointment of a mediator**

- (1) If the parties to a dispute are unable to resolve the dispute between themselves within the time required by rule H-2, the parties must within 30 days—
  - (a) notify the Executive Management Committee of the dispute; and
  - (b) agree to or request the appointment of a mediator; and
  - (c) attempt in good faith to settle the dispute by mediation.
- (2) The mediator must be—
  - (a) a person chosen by agreement between the parties; or
  - (b) in the absence of agreement—
    - (i) if the dispute is between a member and another member—a person appointed by the Executive Management Committee; or
    - (ii) if the dispute is between a member and the Executive Management Committee or the Association—a person appointed or employed by the Dispute Resolution Centre of Queensland.
- (3) A mediator appointed by the Executive Management Committee may be a member or former member of the Association but in any case, must be a person who—
  - (a) does not have a personal interest in the dispute; and
  - (b) is unbiased towards any party.

### **H-5 Mediation process**

- (1) The mediator to the dispute, in conducting the mediation, must—
  - (a) give each party every opportunity to be heard; and
  - (b) ensure that natural justice is accorded to the parties throughout the mediation process.
- (2) If agreed by both parties, the mediator can decide the outcome of the dispute.

### **H-6 Failure to resolve dispute by mediation**

If the mediation process does not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.