



Under the *Associations Incorporations Act 1981*
and in accordance with the
Associations Incorporations Regulation 1999

TOWNSVILLE TABLE TENNIS ASSOCIATION INCORPORATED

RULES





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RULES

1. INTERPRETATION

1.1. In these rules:-

Act means the *Associations Incorporation Act 1981*.

Association means the Townsville Table Tennis Association Incorporated.

members means the members of the Association in terms of clause 5.1 of these Rules and **member** means any one (1) of the members.

Regulation means the *Associations Incorporations Regulation 1999*

Rules means these Rules and reference to a **rule** means a reference to a rule contained herein.

present means :-

(a) at a management committee meeting, see rule 25.1; or

(b) at a general meeting, see rule 40.2.

Sport means the sport of table tennis.

1.2. 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.

1.3. The provisions of the *Acts Interpretation Act 1954* apply to and in respect of these Rules in the same manner as those provision would so apply if these Rules were an instrument made under the Act.

2. NAME

2.1 The name of the incorporated Association is the "Townsville Table Tennis Association Incorporated".

3. ABOUT THE ASSOCIATION AND THE SPORT

3.1 The Association was established in 1931 and was the first table tennis club in Australia to own the premises in which the sport is conducted.

3.2 Many champions have developed from the Association over the years. The Association has seasoned veterans and developing junior players who represent Townsville in state championships and also represent Queensland at National Championships. Some of the Association's coaches are current and past title holders. Together, the Association has combined experience to assist adult and junior development in table tennis.

3.3 Visitors are welcome from the local community, regional areas plus overseas. The whole family can join in for a game of the Sport. Most people have played at home or work some time or other. Some good players have attended the Association premises for a hit to see if their skills are still ok. Kids and adults can learn the game with our beginner coaching sessions.

3.4 Table Tennis is a low impact and sun safe sport. It is good for people of all ages.

4. OBJECTS

4.1 The Association aims to promote the Association and the Sport by:-

(a) fostering a welcoming environment for everyone;



- (b) trying to ensure that everyone (being participants, members, coaches, officials, the management committee and any other person involved in the Sport) is made to feel welcome, included and valued;
- (c) encouraging good sportsmanship;
- (d) arranging, controlling and conducting matches and tournaments between clubs and members, to arrange inter-town matches and tournaments, settling disputes in questions arising between affiliated members;
- (e) promoting a close interactive relationship between the management committee, coaches and officials on the one hand and the members and any other person involved in the Sport on the other hand;
- (f) not countenancing any form of discrimination within the Sport whatsoever, including but without limitation, in relation to a person's age, ability, disability, income, education, sexual orientation, race, religion or personal attributes;
- (g) trying to expand the Sport and create awareness of the Sport and its benefits to the community at large; and
- (h) assisting members in increasing their knowledge and skills in the Sport while competing in an enjoyable environment.

5. POWERS

5.1 The Association has the powers of an individual .

5.2 The Association may, for example:-

- (a) enter into contracts; and
- (b) acquire, hold, deal with and dispose of property; and
- (c) make charges for services and facilities it supplies; and
- (d) do other things necessary or convenient to be done in carrying out its affairs.

5.3 The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

6. CLASSES OF MEMBERS

6.1 The membership of the Association consists of ordinary members, and any of the following classes of members:-

- (a) social members;
- (b) club / tournament members; and
- (c) life members.

6.2 The number of members is unlimited, which for the avoidance of doubt, including the ordinary members, life members and honorary members.

7. NEW MEMBERSHIP

7.1 An applicant for membership of the Association must be proposed by one (1) member of the Association (the "proposer") and seconded by another member (the "seconded"). The seconded must be a member of the management committee.

7.2 An application for membership must be:-

- (a) in writing; and
- (b) signed by the applicant and the applicants proposer and seconded; and



(c) in the form decided by the management committee.

8. LIFE MEMBERSHIP

8.1 To be eligible to be admitted as life member in under rule 5.1(c) a member must:-

- (a) have been a member of the Association for ten (10) years or more;
- (b) have paid all prescribed membership and other fees to the Association as determined by the management committee in terms of these Rules;
- (c) have served the Association with distinction, esteem and furtherance of the objectives of the Association, and whose contribution to the Association has been outstanding.

8.2 The management committee may (but is not obligated to do so) by resolution without dissent resolve to nominate a member as an applicant for life membership.

8.3 If a member is nominated as an applicant for life membership then such member shall be admitted as an honorary life member of the Association upon a special resolution of the members of the Association at an annual general meeting.

8.4 No more than one (1) nomination for life membership may be made by the management committee for an annual general meeting.

8.5 For the purposes of rule 7.2 a 'resolution without dissent' is passed by the management committee if no member of the Management Committee votes against the resolution.

9. MEMBERSHIP FEES

9.1 The membership fee for each ordinary membership and for each other class of membership (if any):-

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

9.2 The management committee may make such policies and procedures relating to membership fees as it sees fit provided that such policies and procedures are not inconsistent with these Rules.

10. ADMISSION AND REJECTION OF NEW MEMBERS

10.1 The management committee must consider an application for membership at the next committee meeting held after it receives:-

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

10.2 The management committee must ensure that, before the member applies to become a member of the Association or as soon as possible after the person applies to become a member of the Association, the person is advised whether or not the association has public liability insurance.

10.3 The management committee must decide at the meeting whether to accept or reject the application.

10.4 If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.

10.5 The secretary of the Association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10.6 The management committee may vote to reject an application for membership if the management committee believes that it is not in the best interests of the Association to accept the application for membership with the Association.



11. WHEN MEMBERSHIP ENDS

- 11.1 A member may resign from the Association by giving a written notice of resignation to the secretary.
- 11.2 The resignation takes effect at:-
- (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- 11.3 The management committee may terminate a members membership pursuant to rule 16 or if:-
- (a) the member is convicted of an indictable offence; or
 - (b) the member does not comply with any of the provisions of these Rules; or
 - (c) the member has membership fees in arrears for at least two (2) months; or
 - (d) the member conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association; or
 - (e) the management committee does not believe that it is in the best interests of the Association for the member to continue to be a member of the Association.
- 11.4 Before the management committee terminates a members membership pursuant to rule 11.3, the management committee must give the member a reasonable and fair opportunity to show why the membership should not be terminated.
- 11.5 For the purposes of rule 11.4, the manner in which management committee is to provide the member with a reasonable and fair opportunity to show why the membership should not be terminated is to be determined by the management committee acting reasonably, which may include (but without limitation), by way of written submission of the member or by way of an invitation for the member to attend a management committee meeting (or part thereof).
- 11.6 If the member does not make any representations or submissions as to why the membership should not be terminated in terms of rules 11.4 and 11.5 having regard to the reasonable direction of the management committee in this regard, then the management committee may proceed with termination of the membership of the member.
- 11.7 If, after considering all representations made by the member (or in circumstances in which rule 11.6 applies), the management committee decides to terminate the membership, the secretary of the management committee must give the member a written notice of the decision.

12. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 12.1 This rule 12 applies to (“affected person”):-
- (a) a person whose application for membership has been considered by the management committee and rejected under clause 10.1 after that the person first complied with rule 10.1 in provision to the management committee of the relevant application for membership and paid the appropriate membership fee for the application; or
 - (b) a person whose membership has been terminated under rule 11.7 by the management committee after the member made representations or submissions to the management committee (as may be applicable) as to why the membership should not be terminated in accordance with rules 11.4 and 11.5.
- 12.2 For the avoidance of doubt this rule 12 does not apply to:-
- (a) a person whose application for membership has been considered by the management committee and rejected under clause 10.1, but such person has not (or did not) provide the management committee with the relevant application for membership and pay the appropriate membership fee for the application; or



- (b) a person whose membership has been terminated under rule 11.6 or 11.7 by the management committee and the member did not make representations or submissions to the management committee (as may be applicable) as to why the membership should not be terminated after being afforded a reasonable and fair opportunity to do so in accordance with rules 11.4 and 11.5.

12.3 An affected person may give the secretary written notice of the persons intention to appeal against the decision within one (1) month after the person receives written notice of the decision.

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

13. GENERAL MEETING TO DECIDE APPEAL

13.1 The general meeting to decide an appeal must be held within three (3) months after the secretary receives the notice of intention to appeal.

13.2 At the general meeting, the affected person must be given a reasonable and fair opportunity to show why the application for membership should not be rejected or why the membership should not be terminated (as may be applicable). The management committee must also be given a full and fair opportunity to show why the application should be rejected or why the membership should be terminated (as may be applicable).

13.3 An appeal must be decided by a majority vote of the members present and eligible to vote at the general meeting. The management committee shall determine the manner in which the vote is to occur, which may be by way of secret ballot.

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

14. REGISTER OF MEMBERS

14.1 The management committee must keep a register of members of the Association.

14.2 The register must include the following particulars for each member:-

- (a) the full name of the member;
- (b) the postal or residential address of the member;
- (c) the date of admission as a member;
- (d) the date of death or time of resignation of the member;
- (e) details about the termination or reinstatement of membership;
- (f) any other particulars the management committee decide.

14.3 The register must be open for inspection by members of the Association at all reasonable times.

14.4 A member must contact the secretary to arrange an inspection of the register.

14.5 However, the management committee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

15. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

15.1 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.
- 15.2 Subrule 15.1 does not apply if the use or disclosure of the information is approved by the management committee.

16. DISCIPLINING OF MEMBERS

- 16.1 A complaint may be made to the management committee by any person that a member of the Association:
- (a) has refused or neglected to comply with a provision or provisions of these Rules, or
 - (b) has wilfully acted in a manner prejudicial to the interests of the Association.
- 16.2 The management committee may refuse to deal with a complaint if it considers the complaint to be trivial or vexatious in nature.
- 16.3 If the management committee decides to deal with the complaint, the management committee:
- (c) must cause notice of the complaint to be served on the member concerned, and
 - (d) must give the member at least fourteen (14) days from the time the notice is served to make submissions to the management committee in connection with the complaint, and
 - (e) must take into consideration any submissions made by the member in connection with the complaint.
- 16.4 The management committee may terminate a members membership pursuant to rule 11 or suspend the member from membership of the Association if, after considering the complaint and any submissions made in connection with the complaint, it is satisfied that the facts alleged in the complaint have been proved and the termination or suspension is warranted in the circumstances.
- 16.5 If the management committee expels or suspends a member, the secretary must, within seven (7) days after the action is taken, cause written notice to be given to the member of the action taken, of the reasons given by the management committee for having taken that action.
- 16.6 Rules 12 and 13 shall apply to any member whose membership is terminated pursuant to this rule 16.

17. APPOINTMENT OR ELECTION OF SECRETARY

- 17.1 The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:-
- (a) a member of the Association elected by the Association as secretary; or
 - (b) any of the following persons appointed by the management committee as secretary:-
 - (i) a member of the Association's management committee;
 - (ii) another member of the Association;
 - (iii) another person.
- 17.2 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 (1) month after the vacancy happens.



17.3 If the management committee appoints a person mentioned in subrule 17.1(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

17.4 However, if the management committee appoints a person mentioned in subrule 17.1(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

17.5 If the management committee appoints a person mentioned in subrule 17.1(b)(iii) as secretary, the person does not become a member of the management committee.

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

18. REMOVAL OF SECRETARY

18.1 The management committee of the Association may at any time remove a person appointed by the management committee as the secretary.

18.2 If the management committee removes a secretary who is a person mentioned in rule 17.1(b)(i), the person remains a member of the management committee.

18.3 If the management committee removes a secretary who is a person mentioned in rule 17.1(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 17.4, the person remains a member of the management committee.

19. FUNCTIONS OF SECRETARY

19.1 The secretary's functions include, but are not limited to:-

- (a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Association (or vice present in the absence of the president); and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the Association; and
- (d) maintaining the register of members of the Association.

20. MEMBERSHIP OF MANAGEMENT COMMITTEE

20.1 The management committee of the Association consists of a president, vice president, treasurer, secretary and any other members the Association members elected at a general meeting.

20.2 A member of the management committee, other than a secretary appointed by the management committee under rule 17.1(b)(iii), must be a member of the Association.

20.3 Subject to the provisions of these Rules:-

- (a) Subject to subrule 20.3(b), the number of management committee positions is to be determined by the management committee when notifying members of the annual general meeting in terms of these Rules and requesting nominations for such management committee positions;
- (b) there must be not less than eight (8) positions on the management committee at any time;
- (c) in terms of subrule 23.3, a casual vacancy on the management committee does not prejudice or alter the ability of the management committee to act in accordance with these Rules; and
- (d) without derogation to subrule 26.1, the minimum management committee members required to form a quorum shall never be less than four (4).



- 20.4 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.
- 20.5 A member of the Association may be appointed to a casual vacancy on the management committee under rule 23.

21. ELECTING THE MANAGEMENT COMMITTEE

- 21.1 A member of the management committee may only be elected as follows:-
- (a) two (2) members of the Association may nominate another member (the ***candidate***) to serve as a member of the management committee provided that one member who nominates the candidate is an existing management committee member;
 - (b) the nomination must be:-
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her;
 - (iii) given to the secretary at least seven (7) days before the annual general meeting at which the election is to be held; and
 - (iv) in the form decided by the management committee;
 - (c) each member of the Association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 21.2 A person may be a candidate only if the person:-
- (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- 21.3 A list of the candidates names, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven (7) days immediately preceding the annual general meeting.
- 21.4 If required by the management committee, balloting lists must be prepared containing the names of the candidates.
- 21.5 The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised whether or not the Association has public liability insurance.

22. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER

- 22.1 A member of the management committee may resign from the management committee by giving written notice of resignation to the secretary.
- 22.2 The resignation takes effect at:-
- (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- 22.3 A member may be removed from office on the management committee at a general meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member. Such removal does not render that member from ceasing to be a member of the Association.



- 22.4 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.
- 22.5 A member has no right of appeal against the members removal from office under this rule.
- 22.6 A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

23. VACANCIES ON MANAGEMENT COMMITTEE

- 23.1 If a casual vacancy happens on the management committee, the continuing members of the management committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
- 23.2 The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 23.3 However, if the number of management committee members is less than the number fixed under rule 26.1 as a quorum of the management committee, the continuing management committee members may act only to:-
- (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the Association.

24. FUNCTIONS OF MANAGEMENT COMMITTEE

- 24.1 Subject to these Rules or a resolution of the members of the Association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the Association.
- 24.2 The management committee has authority to interpret the meaning of these Rules and any matter relating to the Association on which the Rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note:-

The Act prevails if the Associations rules are inconsistent with the Act—see section 1B of the Act.

- 24.3 The management committee may exercise the powers of the Association:-
- (a) to borrow, raise or secure the payment of amounts; and
 - (b) to secure the amounts mentioned in subrule 24.3(a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) or charges charged upon the whole or part of the Associations property, both present and future; and
 - (c) to purchase, redeem or pay off any securities issued; and
 - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (g) to purchase any real property;
 - (h) to provide and pay off any securities issued; and
 - (i) to invest in a way the members of the Association may from time to time decide.
- 24.4 For subrule 24.3(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:-



- (a) the financial institution for the Association; or
- (b) if there is more than one (1) financial institution for the Association—the financial institution nominated by the management committee.

25. MEETINGS OF MANAGEMENT COMMITTEE

- 25.1 Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- 25.2 The management committee must meet at least once every four (4) months to exercise its functions.
- 25.3 The management committee must decide how a meeting is to be called.
- 25.4 Notice of a meeting is to be given in the way decided by the management committee.
- 25.5 The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 25.6 A committee member who participates in the meeting as mentioned in subrule 25.5 is taken to be present at the meeting.
- 25.7 The president is to preside as chairperson at a management committee meeting.
- 25.8 If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice president is to preside as chairperson.
- 25.9 If there is no president or vice president or if the president and vice president are both not present within ten (10) minutes after the time fixed for a management committee meeting, the members may choose one of their number to preside as chairperson.
- 25.10 A question arising at a management committee meeting is to be decided by a majority vote of members of the management committee present at the meeting and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 25.11 A member of the management committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.

26. QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING

- 26.1 At a management committee meeting, at least 50% of the members elected to the management committee as at the close of the last general meeting of the members form a quorum.
- 26.2 If there is no quorum within thirty (30) minutes after the time fixed for a management committee meeting called on the request of members of the management committee, the meeting lapses.
- 26.3 If there is no quorum within thirty (30) minutes after the time fixed for a management committee meeting called other than on the request of the members of the management committee:-
 - (a) the meeting is to be adjourned for at least one (1) day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- 26.4 If, at an adjourned meeting mentioned in subrule 26.3, there is no quorum within thirty (30) minutes after the time fixed for the meeting, the meeting lapses.

27. SPECIAL MEETING OF MANAGEMENT COMMITTEE

- 27.1 If the secretary receives a written request signed by at least three (3) members of the management committee, the secretary must call a special meeting of the management committee by giving each



member of the management committee notice of the meeting within fourteen (14) days after the secretary receives the request.

27.2 If the secretary is unable or unwilling to call the special meeting, the president must call the meeting. If the secretary and president is unable or unwilling to call the special meeting, the vice president must call the meeting.

27.3 A request for a special meeting must state:-

- (a) why the special meeting is called; and
- (b) the business to be conducted at the meeting.

27.4 A notice of a special meeting must state:-

- (a) the day, time and place of the meeting; and
- (b) the business to be conducted at the meeting.

27.5 A special meeting of the management committee must be held within fourteen (14) days after notice of the meeting is given to the members of the management committee.

28. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

28.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.

28.2 To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

29. APPOINTMENT OF SUBCOMMITTEES

29.1 The management committee may appoint a subcommittee consisting of members of the Association considered appropriate by the management committee to help with the conduct of the Associations operations.

29.2 People on a Subcommittee may or may not be members of the management committee.

29.3 A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.

29.4 A subcommittee may elect a chairperson of its meetings.

29.5 If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose one (1) of their number to be chairperson of the meeting.

29.6 A subcommittee may meet and adjourn as it considers appropriate.

29.7 A subcommittee may only make decisions and act within the power granted to the subcommittee by the management committee.

29.8 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, then at the discretion of the management committee, the question is decided:-

- (a) in the negative; or
- (b) by the president of the management committee.

29.9 If the president is not able to decide, or unavailable to decide, the question in terms of subrule 29.7(b) then the question is to be decided by the vice president.

29.10 If the president is on the appointed subcommittee under this rule 29 then the president in subrule 29.8(b) is substituted with the vice president.



30. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

30.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

30.2 Subrule 30.1 applies even if the act was performed when:-

- (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
- (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

31. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

31.1 A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a management committee meeting that was properly called and held.

31.2 A resolution mentioned in subrule 31.1 may consist of several documents in like form, each signed by one (1) or more members of the committee.

31.3 A resolution may be passed by the management committee by way of flying minute. If the management committee passes a resolution by way of flying minute then such resolution is valid and effectual as if it had been passed at a management committee meeting that was properly called and held. A flying minute for the purposes of these Rules is:-

- (a) a motion in writing and given to all committee members, which may be by electronic means; and
- (b) passed by a simple majority.

32. FIRST ANNUAL GENERAL MEETING

32.1 The first annual general meeting of the Association was held within six (6) months after the end date of the Association's first reportable financial year.

33. SUBSEQUENT ANNUAL GENERAL MEETINGS

33.1 Each subsequent annual general meeting must be held:-

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

34. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF LEVEL 1 INCORPORATED ASSOCIATIONS AND PARTICULAR LEVEL 2 AND 3 INCORPORATED ASSOCIATIONS

34.1 This rule applies only if the Association is:-

- (a) a level 1 incorporated association; or
- (b) a level 2 incorporated association to which section 59 of the Act applies; or
- (c) a level 3 incorporated association to which section 59 of the Act applies.

34.2 The following business must be conducted at each annual general meeting of the Association:-

- (a) receiving the Association's financial statement, and audit report, for the last reportable financial year;
- (b) presenting the financial statement and audit report to the meeting for adoption;
- (c) electing members of the management committee;



- (d) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
- (e) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

35. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 2 INCORPORATED ASSOCIATIONS

35.1 This rule applies only if the Association is a level 2 incorporated association to which section 59A of the Act applies.

35.2 The following business must be conducted at each annual general meeting of the Association:-

- (a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
- (b) presenting the financial statement and signed statement to the meeting for adoption;
- (c) electing members of the management committee;
- (d) appointing an auditor, an accountant or an approved person for the present financial year.

36. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 3 INCORPORATED ASSOCIATIONS

36.1 This rule applies only if the Association is a level 3 incorporated association to which section 59B of the Act applies.

36.2 The following business must be conducted at each annual general meeting of the Association:-

- (a) receiving the Association's financial statement, and signed statement, for the last reportable financial year;
- (b) presenting the financial statement and signed statement to the meeting for adoption;
- (c) electing members of the management committee.

37. NOTICE OF GENERAL MEETING

37.1 The secretary may call a general meeting of the Association.

37.2 The secretary must give at least fourteen (14) days notice of the meeting to each member of the Association.

37.3 If the secretary is unable or unwilling to call the meeting, the president must call the meeting. If the secretary and president is unable or unwilling to call the meeting, the vice president must call the meeting.

37.4 The management committee may decide the way in which the notice must be given.

37.5 However, a meeting called to hear and decide a proposed special resolution of the Association must be given in writing.

37.6 A notice of a general meeting must state the business to be conducted at the meeting.

38. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

38.1 The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the Association's last general meeting plus one (1).

38.2 However, if all members of the Association are members of the management committee, the quorum is the total number of members less one (1).



- 38.3 No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 38.4 If there is no quorum within thirty (30) minutes after the time fixed for a general meeting called on the request of members of the management committee or the Association, the meeting lapses.
- 38.5 If there is no quorum within thirty (30) minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the Association:-
- (a) the meeting is to be adjourned for at least seven (7) days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- 38.6 The president or vice president may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 38.7 If a meeting is adjourned under subrule 38.6, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 38.8 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 thirty (30) days.
- 38.9 If a meeting is adjourned for at least thirty (30) days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

39. PROCEDURE AT GENERAL MEETING

- 39.1 A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 39.2 A member who participates in a meeting as mentioned in sub rule 39.1 is taken to be present at the meeting.
- 39.3 At each general meeting:-
- (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the vice president shall be the chairperson of the meeting; and
 - (c) if there is no president or vice president or if the president and vice president are both not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one (1) of their number to be chairperson of the meeting; and
 - (d) the chairperson must conduct the meeting in a proper and orderly way.

40. VOTING AT GENERAL MEETING

- 40.1 At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- 40.2 Each member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 40.3 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.
- 40.4 The method of voting is to be decided by the management committee.
- 40.5 However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.



- 40.6 If a secret ballot is held, the chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides.
- 40.7 The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

41. SPECIAL GENERAL MEETING

41.1 The secretary must call a special general meeting by giving each member of the Association notice of the meeting within fourteen (14) days after:-

- (a) being directed to call the meeting by the management committee; or
- (b) being given a written request signed by:-
 - (i) at least 3 members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the Association equal to double the number of members of the Association on the management committee when the request is signed plus 1.
- (c) being given a written notice of an intention to appeal against the decision of the management committee:-
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership;in accordance with these Rules.

41.2 A request mentioned in subrule 41.1(b) must state:-

- (a) why the special general meeting is being called; and
- (b) the business to be conducted at the meeting.

41.3 A special general meeting must be held within three (3) months after the secretary:-

- (a) is directed to call the meeting by the management committee; or
- (b) is given the written request mentioned in subrule 41.1(b); or
- (c) is given the written notice of an intention to appeal mentioned in subrule 41.1(c).

41.4 If the secretary is unable or unwilling to call the special meeting, the president (or vice president acting for the president) must call the meeting.

42. PROXIES

42.1 An instrument appointing a proxy must be in writing and be in the form set out below, as may be amended by the management committee from time to time:-

Townsville Table Tennis Association Incorporated:

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

Signed this _____ day of _____ 20____ .

Signature _____

42.2 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.

- 42.3 A proxy may be a member of the Association or another person.
- 42.4 The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 42.5 Each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 42.6 Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- 42.7 If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the form set out below, as amended by the management committee from time to time:

Townsville Table Tennis Association Incorporated:

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

Signed this _____ day of _____ 20____ .

Signature

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

[List relevant resolutions]

43. MINUTES OF GENERAL MEETINGS

- 43.1 The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 43.2 To ensure the accuracy of the minutes:-
 - (a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, verifying their accuracy.
- 43.3 If asked by a member of the Association, the secretary must, within twenty-eight (28) days after the request is made:-
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- 43.4 The Association may require the member to pay the reasonable costs of providing copies of the minutes.
- 43.5 Nothing in these Rules require the minutes of management committee meetings to be available for inspection by members.



44. BY-LAWS

44.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.

44.2 A by-law may be set aside by a vote of members at a general meeting of the Association.

45. ALTERATION OF RULES

45.1 Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

45.2 However an amendment, repeal or addition is valid only if it is registered by the chief executive.

46. COMMON SEAL

46.1 The management committee must ensure the Association has a common seal.

46.2 The common seal must be:-

- (a) kept securely by the management committee; and
- (b) used only under the authority of the management committee.

46.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by:-

- (a) the secretary; or
- (b) another member of the management committee; or
- (c) someone authorised by the management committee.

47. FUNDS AND ACCOUNTS

47.1 The funds of the Association must be kept in one (1) or more accounts in the name of the Association in a financial institution decided by the management committee.

47.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.

47.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.

47.4 All payments by the Association of \$300.00 or more must be made by cheque or electronic funds transfer.

47.5 If a payment of \$300 or more is made by cheque, the cheque must be signed by any two (2) of the following:-

- (a) the president;
- (b) the vice president;
- (c) the secretary;
- (d) the treasurer;
- (e) any 1 of 3 other members of the Association who have been authorised by the management committee to sign cheques issued by the Association.

47.6 However, one (1) of the persons who signs the cheque must be the president, the vice president, the secretary or the treasurer.

47.7 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.



47.8 Without limitation or derogation from the terms of these Rules, the management committee may establish such electronic forms of banking as considered appropriate provided that it otherwise complies with the terms of these Rules.

47.9 A petty cash account must be kept by the person designated by the management committee and the management committee must decide the amount of petty cash to be kept in the account.

47.10 All expenditure must be approved or ratified at a management committee meeting.

48. GENERAL FINANCIAL MATTERS

48.1 On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

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

49. DOCUMENTS

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

50. FINANCIAL YEAR

50.1 The end date of the Association's financial year is 31 August in each year.

51. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

51.1 This rule applies if the Association:-

- (a) is wound-up under part 10 of the Act; and
- (b) has surplus assets.

51.2 The surplus assets must not be distributed among the members of the Association.

51.3 The surplus assets must be given to another entity:-

- (a) having objects similar to the Association's objects; and
- (b) the rules of which prohibit the distribution of the entity's income and assets to its members.

51.4 In this rule— surplus assets see section 92(3) of the Act..

52. ELECTRONIC COMMUNICATION

52.1 To the full extent permitted at law all notices given or required to be given by the management committee or the Association under these Rules may be provided by electronic means, including but without limitation, notice to members for any general meeting, extraordinary general meeting or the annual general meeting.