

CROQUET ASSOCIATION QUEENSLAND INC. RULES

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RULE 1. WORDS AND EXPRESSIONS TO HAVE MEANING IN ACT

- 1(1) A word or expression that is not defined in the Rules, but is defined in the Act, has if the context permits, the meaning given by the Act.

RULE 2. NAME

- 2 (1) The name of the incorporated association is Croquet Association Queensland Inc. (the **Association**).

RULE 3. DEFINITIONS

- 3 (1) In these Rules and any amendment hereto, and in any By-Laws made in accordance with the provisions hereto unless the content is inconsistent with such interpretation:

ACT – means the Associations Incorporation Act 1981, as amended or replaced.

AGM – means Annual General Meeting.

CROQUET- means the sport of Association Croquet, Golf Croquet, Ricochet, Gateball and related sports.

MAJORITY – means more than 50% of those present and entitled to vote.

MANAGEMENT COMMITTEE - means the Management Committee of the Association constituted in accordance with Rule 9.

MEMBER CLUB- means any incorporated association, organization or other body corporate which is a member of the Association in accordance with Rule 7. A Member Club represents its Registered Players through its membership of the Association and is responsible for paying a capitation fee to the Association on behalf of its Registered Players.

MEMBER CLUB DELEGATE- means a Registered Player appointed by a Member Club as and when required to represent that particular Member Club at general meetings of the Association.

PROXY – means a Registered Player appointed by a Member Club Delegate or a member of the Management Committee to act on behalf of the absent Member Club Delegate or absent member of the Management Committee. Notification must be in writing, generally in the form set out in the Schedules to these Rules, signed by the Member Club Delegate or the member of the Management Committee, and given to the Secretary prior to the start of the meeting or adjourned meeting at which the Proxy intends to vote.

REGION – means a geographical area containing designated Member Clubs as defined and approved by the Management Committee. The Member Clubs in each Region form a Regional Committee responsible for the promotion and organization of croquet tournaments and other activities for Member Clubs within the Region and together with other Regions.

REGIONAL COMMITTEE - means a Regional Committee of the Association consisting of 1 or 2 Registered Players from each Member Club in the Region who will represent their Member Club at the Regional Committee meetings. Each Member Club has only one (1) vote at Regional Committee meetings.

REGIONAL DELEGATE – means a Registered Player proposed by Member Clubs within their Region to represent the Region on the Management Committee. In the case of Representative Clubs

– if more than 1, they are collectively entitled to a Regional Delegate to represent the collective on the Management Committee.

REGISTERED PLAYER – means a player who has qualified for membership of a Member Club and has paid the prescribed membership fees (if applicable) of a Member Club and the Member Club has paid annual fees and levies to the Association.

REPRESENTATIVE CLUB – means an isolated club not allocated to a Region.

SECRETARY – means the person elected or appointed as the Association’s Secretary in accordance with the Act and these Rules, and having the functions and duties prescribed by the Act and these Rules.

SPECIAL RESOLUTION – means a Resolution passed at a general meeting by a 75% majority of those Member Clubs present and entitled to vote at the meeting.

RULE 4. OBJECTS

- 4(1) The object of the Association is to promote, organize and develop the sport of Croquet in the State of Queensland by:
- (a) developing, promoting and planning the advancement of Croquet;
 - (b) administering and organizing the sport of Croquet on behalf of the Member Clubs and Registered Players;
 - (c) formulating policies on any subject pertaining to sport which will advance the sport of Croquet and promote a safe and healthy environment;
 - (d) seeking and identifying direct and indirect funding sources which may be available for the development of Croquet and to ensure that these funds are put to their most effective use;
 - (e) organizing, promoting and managing tournaments and other activities;
 - (f) encouraging, promoting and assisting in the formation and/or development of croquet clubs;
 - (g) promoting participation in the sport of Croquet;
 - (h) representing the Member Clubs at any conference or meeting related to the sport of Croquet in particular, and sport in general; and
 - (i) affiliating with the national body controlling Croquet in Australia.

RULE 5. POWERS

- 5 (1) The Association has the powers of an individual.
- 5 (2) The Association has the power to:
- (a) affiliate with, subscribe to, become a member of, co-operate with, or amalgamate with any other incorporated association, club or organization, which has objects similar to those of the Association. However, the Association will only subscribe to not for profit associations or

organizations which prohibit the distribution of their income and property among members to an extent at least as great as that imposed on the Association under or by virtue of Rule 13(8);

- (b) enter into contracts;
- (c) acquire, hold, deal with and dispose of property;
- (d) invest or otherwise deal with the monies of the Association not immediately required upon such security and in such manner as may from time to time be determined;
- (e) issue secured and unsecured notes, debentures and debenture stocks for the Association;
- (f) employ staff on a full time or part time basis;
- (g) make charges for services and facilities it supplies;
- (h) apply for, obtain and hold Certificates of Registration or Licenses necessary to be obtained and held for the purpose of effecting any or all of the above objects; and
- (i) do other things necessary or convenient to carry out its affairs.

5(3) The powers contained in Rule 5(2) may be delegated, wholly, individually, and subject to time and purpose, to the Management Committee by a resolution of the Association passed at a general meeting.

RULE 6. THE SECRETARY

6(1) **Qualification:** The Secretary must be a resident of Queensland, or reside not more than 65 km from the Queensland border, and may be any of the following persons appointed by the Management Committee –

- (i) a member of the Management Committee; or
- (ii) a Registered Player; or
- (iii) another person

6(2) **Appointment and Removal:** The Management Committee may appoint and remove the Secretary at any time.

6(3) **Vacancy:** If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure that a Secretary is appointed within 1 month after the vacancy happens.

RULE 7. MEMBERSHIP

7(1) A Member Club will be any autonomous incorporated association, organization or other body corporate which, in the opinion of the Management Committee, is actively engaged in the conduct, promotion and development of Croquet.

7(2) The number of Member Clubs is unlimited.

7(3) **Membership:** An applicant for membership of the Association must be proposed by 1 Member Club of the Association (the “proposer”) and seconded by another Member Club (the “seconder”).

7(4) **Applications:**

Each applicant wishing to be admitted as a Member Club must:

- (1) apply in writing on the prescribed form which must be signed by the applicant’s authorised officer, its proposer and seconder;

- (2) include a copy of the applicant's:
- (i) Constitution or Rules;
 - (ii) Certificate of Incorporation;
 - (iii) last Annual Report;
 - (iv) previous financial year audited statements; and
 - (v) short history, including any proposals or likelihood of development or expansion, and
- (3) pay the prescribed fee(s).

- 7(5) (a) Each application for membership must be tabled at the first meeting of the Management Committee after receipt, and considered and voted upon by the Management Committee at the next meeting of the Management Committee after tabling.
- (i) If a majority of the Management Committee members present at the meeting vote to accept the applicant as a Member Club the applicant must be accepted as a Member Club.
 - (ii) The Secretary shall advise the applicant club of the decision of the Management Committee within 14 days of the meeting of the Management Committee.
- (b) Upon admission to the Association, the Management Committee will allocate the Member Club to an appropriate Region or as a Representative Club.
- (c) **Changing Regional Allocation:** Any Member Club wanting to have its regional allocation changed may apply in writing to the Management Committee for reallocation. Such application will be determined at the next Management Committee meeting.

7(6) **Membership Fees:** The membership fee will be the amount decided at a general meeting of the Association to be held in August/September of each year.

7(7) **Membership Termination by Member Club:** A Member Club may terminate its membership at any time by written notice of the Resolution to that effect, signed by 2 officers of the Member Club, and addressed to the Secretary.

Receipt of such notice will result in the immediate forfeiture of all rights and privileges of membership of the Association unless a later date is specified in the notice, in which case such termination will take effect on that later date. Membership fees will not be refunded.

7(8) **Membership Termination by the Management Committee:**

- (a) The Management Committee may terminate a Member Club's membership if the Member Club
- (i) becomes insolvent;
 - (ii) does not comply with any of the provisions of these Rules;
 - (iii) has membership fees in arrears for at least 2 months;
 - (iv) behaves in a manner considered to be injurious or prejudicial to the character and interests of the Association.
- (b) Before the Management Committee terminates a Member Club's membership, the Management Committee must give the Member Club a full and fair opportunity to show why the membership should not be terminated.
- (a) If, after considering all representations made by the Member Club, the Management Committee resolves to terminate the membership, the termination will be effective immediately.

The Secretary must advise the Member Club in writing as soon as practicable, giving reasons for the decision. Membership fees paid will not be refunded.

- (b) A terminated Member Club may reapply for membership no sooner than 90 clear days after the date of termination of membership.

7(9) **Appeal against Rejection or Termination of Membership**

- (a) An association whose membership has been rejected, or a Member Club whose membership has been terminated, may give the Secretary written notice of intention to appeal against the decision.
- (b) A notice of the intention to appeal must be given to the Secretary within one (1) month after the association or Member Club receives written notice of the decision.
- (c) If the Secretary receives a notice of intention to appeal, the Secretary must call a general meeting to be held within 3 months after the date of receipt to decide the appeal.
- (d) At the meeting, the appellant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (e) At the meeting, all members of the Management Committee must be given the opportunity to support their decision.
- (f) If an association whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the association appeals, but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee paid by the association.

7(10) **Change of Particulars:** Each Member Club must, within 30 days, give notice to the Secretary of any change of particulars of office bearers.

7(11) **Rights of Member Clubs:** Each Member Club shall be entitled to the attendance of 1 Delegate at each general meeting. Each Member Club must notify the Secretary in writing of the appointment of its Delegate and may, from time to time, in writing, revoke such appointment and appoint another Delegate.

7(12) **Member Club Representation:** A Registered Player is not permitted to act as a Delegate for more than 3 Member Clubs at general meetings.

7(13) The Management Committee shall maintain a Register in which shall be entered the name and address of Member Clubs, the date of admission, resignation or termination of membership, details of any reinstatement of membership, and such other particulars as the Management Committee or the Association may determine.

The Register shall be open for inspection by Member Clubs and Registered Players upon application to the Secretary.

7(14) The Management Committee shall maintain a Register in which shall be entered the name and postal address of Registered Players, the date of admission, resignation or death, and such other particulars as the Management Committee or the Association may determine.

RULE 8. GENERAL MEETINGS

8(1) **Policy:** The responsibility for the determination of broad policy objectives is vested in the Association in general meeting.

8(2) **Annual General Meeting:** The Association must hold an AGM within 6 months of the close of the Association's previous financial year. The business at such meeting must include: -

- (a) consideration of the Minutes of the last AGM and (if applicable) any special general meeting

held since the previous AGM for confirmation;

- (b) receiving the statement of income and expenditure, assets, liabilities, and mortgages, charges and securities affecting the property of the Association for the last financial year;
- (c) receiving the Auditor's Report on the financial affairs of the Association for the last financial year;
- (d) presenting the audited statements to the meeting for adoption;
- (e) appointing an Auditor.
- (f) election of Management Committee.

8(3) **Special General Meeting**: The Secretary must call a special general meeting of the Association within 14 days after –

- (a) being directed to call the meeting by the Management Committee, or
- (b) being given a written request, stating why the special general meeting should be called and the business to be conducted at the meeting, signed by
 - (i) at least 33% of the members of the Management Committee; or
 - (ii) not less than twice the number of Member Clubs as there are members of the Management Committee plus 1; or
- (c) being given a written notice of intention to appeal against a decision of the Management Committee
 - (i) to reject an application for membership; or
 - (ii) to terminate a Member Club's membership.

8(4) **Calling and Notice of Meetings**:

- (a) The Secretary must give at least 30 days notice of any meeting of the Association to each Member Club.
- (b) The notice must specify the nature of the business for the meeting, and where a special general meeting, no other business may be transacted.
- (c) Notice of a meeting called pursuant to Rule 8(3) must be in writing.
- (d) Where the general meeting is called to consider a Special Resolution, the notice must state the terms of the proposed Special Resolution.

8(5) **Chair**: The President or, if there is no President, or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Vice-President is to preside as chairperson. If the Vice-President is not present or is unwilling to act as chairperson, the Member Club Delegates present must elect 1 of their number to be chairperson of the meeting.

8(6) **Voting Procedure**: Subject to these Rules, at each general meeting:

- (a) each question, matter or resolution must be decided by a majority of votes;
- (b) each Member Club Delegate present is entitled to move, second and speak to a motion, and shall be entitled to (one) 1 vote, except where the Member Club Delegate represents more

than one Member Club, in which case the Member Club Delegate shall be entitled to one vote for each Member Club. If the votes are equal, the chairperson has a casting vote;

- (c) a Member Club Delegate is not entitled to vote at a general meeting if the Member Club's annual subscription is in arrears at the date of the meeting;
- (d) voting may be by a show of hands, or a division of Member Club Delegates unless at least 20% of Member Club Delegates present demand a secret ballot;
- (e) if a secret ballot is held, the chairperson must appoint 2 scrutineers to conduct the secret ballot in the way the chairperson decides;
- (f) the result of the secret ballot as declared by the chairperson is taken to be a resolution of the meeting;
- (g) a Member Club Delegate may vote in person or by proxy;
- (h) the instrument appointing a Proxy must be in writing in the form set out in Schedule 1 or like form.

8(7) **Those entitled to be present:** Only members of the Management Committee, Member Club Delegates, Proxies and Registered Players are entitled to be present at a general meeting. However, any other person may attend a general meeting if the Association consents.

8(8) **Quorum for, and Adjournment of, General Meeting :**

- (a) The quorum for a general meeting must be more than 50% of Member Club Delegates at any one time entitled to vote.
- (b) If, within 30 minutes after the time fixed for the commencement of a general meeting, a quorum is not present, the meeting:
 - (i) if convened upon the request of members of the Management Committee or the Member Clubs, lapses;
 - (ii) in any other case, it is to be adjourned to the same day, time and place in the next week, or a day, time and place the Management Committee decides and if at an adjourned meeting, a quorum is not present within 30 minutes after the time fixed for the meeting, the Member Club Delegates present shall form a quorum.
- (c) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place, but no business is to be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given in the same way notice is given for an original meeting. Save as aforesaid, it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

8(9) A Member Club Delegate or their Proxy may take part in a general meeting in person or by using any technology that reasonably allows the Delegate or their Proxy to hear and take part in discussions as they happen. A Member Club Delegate or their Proxy who takes part in the meeting using technology is taken to be present at the meeting.

RULE 9. MANAGEMENT COMMITTEE

9(1) **Functions:** Except as otherwise provided by this Rules and subject to resolutions carried at a general meeting, the Management Committee has:-

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

9(2) **Powers:** Without prejudice to, or limitations of its general powers, the Management Committee has the following powers:

- (a) to borrow, raise or secure the payment of amounts in conformity with determinations of the Association in general meeting.
- (b) to secure these amounts mentioned in paragraph (a) or the payments 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) charged upon the whole or part of the Association's property, both present and future.
- (c) to purchase or otherwise acquire for the Association any real or personal property, rights or privileges, in conformity with determinations of the Association in general meeting.
- (d) to appoint, and at its discretion remove or suspend, solicitors, bankers, clerks, agents or servants for permanent, temporary or special service for the Association and to determine their duties and fix their salaries.
- (e) on behalf of, and in the name of the Association, to institute, conduct, defend, compound or abandon any legal proceedings concerning the affairs of the Association.
- (f) to administer the finances of the Association, receive donations and other funds, and to invest and order the disbursement of the funds of the Association.
- (g) to make, amend or repeal By-Laws.
- (h) to appoint and disband subcommittees and to delegate to such subcommittees such powers as are relevant to their duties and functions.
- (i) to cause the Association to become affiliated with other associations or bodies as the Association in general meeting determines.
- (j) to appoint delegates to such other organizations or bodies as the Management Committee thinks fit.
- (k) to delegate such of its powers and authorities as it may think fit to any person.
- (l) to appoint and/or co-opt, and at its discretion remove or suspend, consultants to provide special services for the Management Committee.
- (m) to do all such things as may be necessary to carry into effect any resolution passed at any general meeting of the Association.

9(3) **Delegation of Management Committee Powers**

- (a) The Management Committee may delegate the whole or part of its powers to a subcommittee

consisting of Registered Players considered appropriate by the Management Committee.

- (b) A subcommittee may only exercise delegated powers within the parameters set by the Management Committee.
- (c) A subcommittee may elect a chairperson of its meetings.
- (d) 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 1 of their number to be chairperson of the meeting.
- (e) A subcommittee may meet and adjourn, as it considers appropriate.
- (f) At every subcommittee meeting, 50% or more of the members elected or appointed to the subcommittee form a quorum.
- (g) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

9(4) **Acts not affected by Defects or Disqualifications:** An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken as having been validly performed even if the act was performed when 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 a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

9(5) **Use of Common Seal:** The Management Committee must provide for the safe custody of the Seal. The Seal may only be used by the authority of the Management Committee and every instrument to which the Seal is affixed must be signed by a member of the Management Committee and must be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

9(6) **Custody of documents:** The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

RULE 10. MEMBERSHIP OF THE MANAGEMENT COMMITTEE

10(1) **Membership:**

- (a) The Management Committee consists of the President, Vice President, Treasurer and one (1) Regional Delegate from each Region.
- (b) A member of the Management Committee must be a Registered Player.
- (c) Members of the Management Committee are elected at the AGM of the Association and serve their term from the close of that AGM.

10 (2) **Election to Management Committee**

(a) Office Bearers: Terms of Office

- (i) All members of the Management Committee must be elected each year.
- (ii) Subject to paragraph (iii), the maximum term of office of President and Vice-President is 3 consecutive years, after which they may not be re-nominated for the same position for a period of 2 years.

- (iii) If the President and Vice-President both retire on the same date after 3 consecutive years in office, one of them may be re-nominated for a 4th term if the Association so resolves at its AGM.
 - (iv) The Treasurer and Regional Delegates may be re-elected annually.
- (b) Notice of Elections
- (i) By 15 October of each year the Secretary must request from all Member Clubs and Regional Committees their nominations for each position on the Management Committee.
 - (ii) The request must specify:
 1. the procedure for nomination,
 2. the closing date for nomination which must be at least four (4) weeks after the request is made, and
 3. the dates and process for voting in the election.
- (c) Nominations
- (i) A nomination must be in the form most recently approved by the Management Committee, and include information required by the form. It may include a statement of not more than 200 words covering the nominee's platform for election
 - (ii) Each nomination form will be signed by the candidate to indicate their willingness to accept the nomination, and signed by a proposer and seconder, both of whom are to be Registered Players of a Member Club.
 - (iii) The form is to be in the hands of the Secretary by the closing date for nominations. It may be submitted as an original or by facsimile or electronically.
- (d) Elections
- (i) If there is only one nominee for each position on the Management Committee, the Chairperson shall declare the nominee for that position elected.
 - (ii) If there is more than one nominee for any position, the Chairperson shall conduct a ballot for that position.
 - (iii) Nominees must be allowed to speak to their nomination for a maximum of 5 minutes, or as the AGM otherwise resolves.
 - (iv) Where there are more than 2 nominees for a position, and no nominee gets a majority of the votes cast on the first ballot, the nominee with the least votes shall be defeated, and a further ballot shall be conducted, etc, until a nominee receives a majority of the votes cast.
Only Member Clubs of each Region vote for their Regional Delegate. All Member Clubs vote for the other positions.
 - (v) The Chairperson must determine the election in the following sequence of positions: President, Vice-President, Treasurer, Regional Delegates.
 - (vi) The term of office of Management Committee members shall be from the close of the AGM at which they are elected until the close of the next AGM.
 - (vii) More detailed instructions may be issued as a By-Law as and when required.
- (e) Unfilled positions and casual vacancies.
If there are no nominations for a position on the Management Committee, that position remains vacant until the incoming Management Committee meets, and then the position may be filled as if it were a casual vacancy.

10(3) **Resignation of a Member of the Management Committee:** A member of the Management Committee may resign from office at any time by giving written notice to the Secretary. The resignation takes effect on the day and at the time the notice is received by the Secretary; or if a later day is stated in the notice, then the later day.

10(4) **Removal from Office of a Member of the Management Committee:**

- (a) A member may be removed from office at a general meeting of the Association if a majority of Member Club Delegates present at the meeting vote in favour of removing the member .
- (b) A motion for removal of a member from the Management Committee may be made on any of the following grounds:
 - (i) failure to comply with any of the provisions of these Rules;
 - (ii) the member is no longer a Registered Player;
 - (iii) the member behaves in a manner considered to be injurious or prejudicial to the character or interests of the Association.
- (c) Prior to a vote about removing the member from office being taken, that member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (d) There is no right of appeal against a member's removal from office under this Rule.
- (e) The position of Regional Delegate on the Management Committee shall be vacated if the Regional Committee advises the Secretary in writing that it has nominated a replacement Delegate, or if the Delegate vacates the role for any reason.

10(5) **Vacancies on the Management Committee:**

- (a) Should a Regional Delegate vacate the position during the year, the Regional Committee must nominate to the Management Committee a replacement Delegate to fill the casual vacancy, within 2 months.
- (b) The Management Committee has the power to fill any casual vacancy on the Management Committee for the remainder of the term of office. Where the vacancy is in the position of Regional Delegate the Management Committee must fill the vacancy with the nominee of the relevant Committee, or if there is no nominee, with a person who has knowledge of the issues of the relevant Region.
- (c) The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee. However, if the number of the Management Committee members is reduced below the quorum of the Management Committee , the continuing members may act only to:-
 - (i) increase the number of Management Committee members to the number required for a quorum; or
 - (ii) call a general meeting of the Association.
- (d) If the President and Vice President retire and no nominations for these positions are received, the Secretary must act as President until a President is elected.

RULE 11

MEETINGS OF THE MANAGEMENT COMMITTEE

11(1) **Calling and Notice of Meetings:** The Management Committee must decide from time to time how a meeting is to be called and in which way notice of a meeting is to be given.

11(2) **Meetings of the Management Committee:**

- (a) Management Committee meetings must be held at least every calendar month, December excepted, to exercise its functions.

- (b) The Minutes of every Management Committee meeting must be signed by the chairperson of that meeting or the next meeting to verify their accuracy.
- (c) Except as previously provided, the Management Committee may meet together and regulate its proceedings as it thinks fit, provided that each question arising at any meeting is to be decided by a majority of votes and, if the votes are equal, the question is deemed decided in the negative.

11(3) **Special Meeting of the Management Committee:**

- (a) A special meeting must be convened by the Secretary on a requisition in writing signed by not less than 33% of Management Committee members, which requisition must clearly state the reasons why the special meeting is being convened and the nature of the business to be conducted.
- (b) The Secretary must give each Management Committee member at least 14 days notice of any special meeting of the Management Committee. Such notice must clearly state the day, time and place of the meeting and the nature of the business to be discussed.
- (c) If a quorum is not present within 30 minutes after the time fixed for a special Management Committee meeting called at the request of the Management Committee members, the meeting lapses.

11(4) **Chairperson:** The President must preside as chairperson at every meeting or may delegate this role to the Vice-President at any time and for any period deemed appropriate. The President or, 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 at the meeting. If the President and the Vice-President are absent from a Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

11(5) **Voting:**

- (a) Each Management Committee member present at any Management Committee meeting may have 1 vote on any question before the meeting. .
- (b) Voting may be by show of hands, or ballot if requested by at least 20% of those present and voting.
- (c) A Management Committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote, the member's vote must not be counted.

11(6) **Those entitled to be present at a Management Committee Meeting:** Only members of the Management Committee and their Proxies are entitled to be present at a meeting of the Management Committee. However, any other person may attend a Management Committee meeting at the invitation of the Management Committee or with the consent of a majority of Management Committee members present at the meeting.

11(7) **Quorum for and Adjournment of a Committee Meeting:**

- (a) The quorum for a Management Committee meeting is more than 50% of the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the Association.
- (b) If, within 30 minutes after the time fixed for the commencement of a Management Committee meeting, a quorum is not present, the meeting:

- (i) if convened upon the request of members of the Management Committee, lapses;
- (ii) in any other case, must stand adjourned to the same day, time and place in the next week, or a day, time and place the Management Committee decides.
- (iii) If, at the adjourned meeting a quorum is not present within 30 minutes from the time fixed for the meeting, the meeting lapses.

(c) Any meeting of the Management Committee may be adjourned by resolution of the meeting.

11(8) **Resolutions of the Management Committee without Meeting:** A written resolution signed or emailed by each Management Committee member shall be as valid and effectual as if it had been passed at a Management Committee meeting. Any such resolution may consist of several documents in like form, each signed by 1 or more of the Management Committee members.

11(9) The Management Committee may hold meetings, and permit Management Committee members or their Proxies to take part in its meetings, using any technology that reasonably allows the member or Proxy to hear and take part in discussions as they happen, A member or Proxy who takes part in the meeting using technology is taken to be present at the meeting.

RULE 12. AWARDS

12(1) **Meritorious Award** A Meritorious Award may be granted to any person who, in the opinion of the Association, has rendered outstanding service in furthering the objects of the Association or objects of a similar nature.

RULE 13. FINANCE

13(1) **Funds:** The funds of the Association including those of its subcommittees must be kept in the name of the Association in a financial institution approved by the Management Committee.

13(2) **Records:** Records and accounts must be kept:

(a) in the English language showing full and accurate particulars of the financial affairs of the Association; and

(b) financial records must be kept in the State of Queensland and for at least 7 years.

13(3) **Receipt of Monies:** An Association receipt shall be issued for all cash receipts. All cash and cheques shall be banked promptly to the Association's bank account..

13(4) **Payments:** All amounts of \$100.00 or over must be paid by cheque or other approved method. Payments by cheque must be crossed "Not Negotiable", signed by any 2 of the President; Secretary; Treasurer; and/or another Management Committee member authorised by the Management Committee. All expenditure must be approved or ratified at a Management Committee meeting.

13(5) **Petty cash:** A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.

13(6) **Preparation of accounts:** At the end of every financial year the Treasurer must ensure a statement is prepared containing the income and expenditure for the financial year just ended; the Association's assets and liabilities at the close of the year and the mortgages, charges and securities affecting the

property of the Association at the close of the year.

- 13(7) **Audit:** The auditor must examine the statement prepared under Rule 13(6) and present a report to the Secretary prior to the next AGM following the financial year for which the audit was made.
- 13(8) **Not-for-Profit:** The income and property of the Association must be used solely in promoting its objects and in the exercise of the Association's powers, and no portion must be distributed directly or indirectly to any Member Club or Registered Player except as bona fide compensation for services rendered or expenses, as approved by the Management Committee, incurred on behalf of the Association.
- 13(9) **Financial Year:** The financial year of the Association closes on 31st December in each year.

RULE 14. RULES AND BY-LAWS

- 14(1) **Alteration of Rules:** Subject to the *Associations Incorporation Act 1981*, these Rules may be amended, repealed or added to by a special resolution carried at a general meeting. However, an amendment, repeal or addition is only valid if it is registered by the chief executive of the relevant Government Department.
- 14(2) **Alteration of By-Laws:** The Management Committee may make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association. A By-Law may be set aside by a vote of Members Clubs at a general meeting of the Association.
- 14(3) Rule 47(1) of the Act does not apply to the Association.

RULE 15. DISSOLUTION

- 15(1) **General Meeting:** On application in writing to the Association of 75% of the Members Clubs signifying their desire that the Association be dissolved, a general meeting must be called to consider the question. Such meeting must be held after the expiry of 30 days and within 60 days of the receipt of such application. The dissolution of the Association may only be effected by a special resolution of such general meeting.
- 15(2) **Distribution of Surplus Assets to another Entity:** If the Association is wound up in accordance with the provisions of the *Associations Incorporation Act 1981*, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same must not be paid to or distributed among the Members Clubs but must be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which prohibits the distribution of its or their income and property among its or their members. Alternatively, the property may be given or transferred to some charitable object or objects as determined by the Member Clubs by special resolution at a general meeting at or before the time of dissolution or winding up. In default thereof, in so far as effect cannot be given to such determination, then such payment or distribution must be determined by the Supreme Court of Queensland.

SCHEDULE 1 - PROXY FORM - GENERAL MEETING.

To: The Secretary, CROQUET ASSOCIATION QUEENSLAND INC.

I,....., being the Member Club Delegate for
.....Croquet Club Inc, appoint
of.....Croquet Club Inc., as my Proxy to vote 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)

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

*Strike out whichever is not wanted. (Unless otherwise instructed, the Proxy may vote as the Proxy considers appropriate.

SCHEDULE 2 - PROXY FORM - MANAGEMENT COMMITTEE MEETING.

To: The Secretary, CROQUET ASSOCIATION QUEENSLAND INC.

I,....., being a member of the Management Committee, appoint
..... of.....Croquet Club Inc, as my proxy to
vote on my behalf at the Management Committee meeting of the Association, to be held on the
.....day of,, and at any adjournment of the meeting.

Signed this day of,.....

.....(Signature)
in favour of *
This form to be used the resolution.
against *

*Strike out whichever is not wanted. (Unless otherwise instructed, the Proxy may vote as the Proxy considers appropriate