

Q00432363



QUEENSLAND ART TEACHERS ASSOCIATION INC. CONSTITUTION AND RULES

ESTABLISHED MARCH, 1961

As the
VISUAL ART AND DESIGN
EDUCATORS OF QUEENSLAND

REVISION HISTORY

Amended October 7 1993
Amended November 28 2020

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1. WORDS AND EXPRESSIONS TO HAVE MEANING IN THE ACT

A word or expression that is not defined in these rules, but is defined in the Associations Incorporation Act 1981 (QLD) has, if the context permits, the meaning given by the Act.

In these Rules:

- **Annual Membership Fee** means the fee payable to the Association for membership, as determined by the Association at the annual general meeting.
- A **committee meeting** is a meeting of the Executive.
- A **general meeting** is a meeting of the Executive and open to members of the Association.
- **Extraordinary general meeting** and **special general meeting** is an additional general meeting called by representatives to address a specific issue with 14 days' notice.
- **Financial Year** means the year ending on 31 December.
- **Life member** is an Executive approved individual with relevant knowledge and skill or a longstanding volunteer who has made valuable contributions to the objectives of the Association.
- **In writing** means documents may be in either electronic or hard copy format.
- **QATA** means the Queensland Art Teachers' Association Inc.
- **Executive Committee** means the elected management committee of the Association.
- **Member** means a financial member with the Queensland Art Teachers' Association in accordance with Clause 5 and has not resigned or been expelled from the Association.
- **Rules** mean the Rules of the Association (this document), as amended.
- **Secretary** means:
 - the person holding office under these Rules as Secretary of the Association, or
 - if no such person holds that office – the Public Officer of the Association.
- **The Act** means the Associations Incorporation Act 1981.
- **The Regulations** means regulations under the Act.

2. NAME

The name of the incorporated association is the "Queensland Art Teachers Association Inc." (the Association) and commonly shortened to and referred to as QATA.

3. OBJECTIVES

The objectives of the Association are:

- a) to further education in, about and through Visual Art;
- b) to act as a medium of expression on all matters concerning Visual educators;
- c) to safeguard and raise standards and conditions of Visual Art teaching as a profession and
- d) to monitor and control the funds and other assets and the liabilities of the Association for the benefit of its members.

4. POWERS

1. The Association has the powers of an individual.
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. CLASSES OF MEMBERSHIP

The membership of the Association shall be divided into the categories set out hereunder. No person shall become a member of the Association unless the conditions of eligibility for the relevant category set out below, and the procedure for admission established by this Constitution, have been satisfied.

1. **Individual Members:** Persons who are professionally involved in Visual Art and education. The number of such Individual Members is unlimited.
2. **Institutional Members:** Educational or other organisations with multiple persons or representatives interested in furthering the aims of the Queensland Art Teachers Association Inc. shall be eligible for Institutional Membership at a reduced rate. Institutional membership covers up to 5 persons working in or representing the same Educational or other organisation. The number of such Institutional Members is unlimited.
3. **Institutional Sponsored Members:** Persons or representatives working in or representing an Educational or other organisation that holds Institutional Membership is granted Institutional Sponsored Membership. The number of such Institutional Sponsored Memberships is limited to 5 members per organisation.
4. **Tertiary Members:** Persons who are enrolled as full-time students in courses of study directly related to the Visual Art Education profession shall be eligible for complimentary student membership for the period of enrolment. The number of such Tertiary Members is unlimited.
5. **Life Members:** Persons elected to Life Membership by the committee are granted non-expiring Individual Membership. The two forms of Life members are:
 - a) Members serving in an Executive Committee role for a period of three years
 - b) Educators who are nominated by members and deemed by the committee to have made significant contributions to Queensland Visual Art education will be granted Life Membership.

The number of such Life Members will be determined by the committee.

6. **Honorary Members:** The Association may, from time to time, at any General Meeting elect, as an Honorary Member, any person who is vitally interested in Visual Art Education and its progress, but is not actively engaged in teaching visual art.
Honorary Members shall not be eligible for the position of President or for election to the committee.

6. NEW MEMBERSHIP

An application for membership must be in the form decided by the management committee and can be submitted at any time through the application process or financial year.

7. ANNUAL MEMBERSHIP FEES

The membership fee for each class of membership, with the exceptions of Life Membership, Honorary Membership and Tertiary Membership—

- a) will be reviewed on an annual basis and may be changed by majority vote at the annual general meeting and appropriate notification given to members
- b) is payable when, and in the way, the management committee decides.

8. APPROVAL AND REJECTION OF NEW MEMBERS

1. The management committee may 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.
2. The management committee must ensure that, as soon as possible after the person applies to become a member of the Association or association communication channel, and before the management committee considers the persons application, the person is advised—
 - a) whether or not the Association has public liability insurance; and
 - b) if the Association has public liability insurance—the amount of the insurance.
3. The management committee may decide the eligibility of any person for membership of the Association or Association communication channels and may accept or reject the application.
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.
5. The secretary of the Association must, as soon as practicable after the management committee decides to accept or reject an application, inform the applicant of the decision.
6. Association communication channels means any form of live or online communication that is managed by members of the Association and is subject to membership.

9. CESSATION OF MEMBERSHIP

1. Membership ends if an Individual or Institutional member fails to pay the annual membership fee within 8 weeks of receiving a reminder that payment is due.
2. A member may resign from the Association by giving a written notice of resignation to the secretary. 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.
3. The management committee 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) has membership fees in arrears for at least 2 months; or
 - d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
4. Before the management committee terminates a member’s membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
5. If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
6. Any member of the Association may be expelled by a resolution passed by the Association at any General Meeting by a simple majority. Any such resolution for the expulsion of a member shall be conveyed in writing to all members at least seven days before the General Meeting concerned.
7. All persons who cease to be members of the Association shall forfeit all right to claim upon the Association and its property and funds
8. Appeal against rejection or termination of membership
 - a) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person’s intention to appeal against the decision.

- b) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
 - c) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.
9. General meeting to decide appeal
- a) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
 - b) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
 - c) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
 - d) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
 - e) If a person whose application for membership has been rejected does not appeal against the decision within 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 person.

10. REGISTER OF MEMBERS

1. The secretary or nominated management committee member shall keep and maintain a register of members in which shall be entered—
 - a) the full name of the member and/or institution;
 - b) the contact details of the member;
 - c) the date of admission as a member;
 - d) any other particulars the management committee or the members at a general meeting decide.
2. The register shall be available for inspection by members on application to the Secretary or at any general meeting.
3. Prohibition on use of information on register of members. 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.

Sub rule 10.3 does not apply if the use or disclosure of the information is approved by the Association.

11. THE MANAGEMENT COMMITTEE

1. The management committee of the Association consists of a president, vice-president, treasurer, secretary, and any other members the Association members elect at a general meeting.
2. A member of the management committee must be a member of the Association.
3. At each annual general meeting of the Association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

4. A member of the Association may be appointed to a casual vacancy on the management committee under rule 16.

12. ELECTING THE MANAGEMENT COMMITTEE

1. A member of the management committee may only be elected as follows—
 - a) any member of the Association may nominate another member (the candidate) to serve as a member of the management committee;
 - b) a nomination received prior to the meeting must be—
 - i. in writing; and
 - ii. signed by the candidate and the members who nominated him or her; and
 - iii. given to the secretary at least 7 days before the annual general meeting at which the election is to be held;
 - c) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting
 - d) 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.
2. Any committee member or sub-committee member shall be eligible for re-election.
3. A person may be a candidate only if the person is a current financial member
4. A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted at least 7 days immediately preceding the annual general meeting.
5. If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
6. The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - i. whether or not the Association has public liability insurance; and
 - ii. if the Association has public liability insurance—the amount of the insurance.

13. MANAGEMENT COMMITTEE OFFICERS

1. **President**
The President is the senior officer, figurehead and senior representative of the Association. The President presides as Chair at all meetings and maintains meeting order and effectiveness.
2. **Vice-President**
The Vice-President shall provide support for the President in the fulfilment of the President's duties and shall replace the President as senior officer and Chairperson if the President is unable to fulfil that task from time to time.
3. **Secretary**
The Secretary of the Association must, as soon as practicable after being appointed as Secretary, lodge notice with the Association of his or her address.
It is the duty of the Secretary to:
 - a) keep minutes of:
 - i. all appointments of office-bearers and members of the Association;
 - ii. the names of members of the Management Committee and members present at a meeting,
 - iii. all proceedings at Management Committee and general meetings,
 - b) distribute a copy of the minutes to Management Committee members.

- c) in association with the Chair, compile the agenda for each general meeting.
 - d) ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are recorded and stored. 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.
4. Treasurer
- It is the duty of the treasurer to:
- a) collect and receive all monies due to the Association and make all payments authorised by the Association
 - b) as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared
 - c) keep correct accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
 - d) provide the accounts and books for inspection by members if requested.
5. Appointment of officers
- The Management Committee may appoint, whether by contract or direct employment, an officer (without voting rights) and such other staff that may from time to time be deemed necessary to carry out the business of the Association.

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

1. A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
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.
3. A member may be removed from office 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.
4. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
5. A member has no right of appeal against the member's removal from office under this rule.
6. A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.
7. Any member of the committee who is absent without apology for more than two consecutive meetings shall be deemed to have resigned from the committee.

15. VACANCIES ON MANAGEMENT COMMITTEE

1. If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
2. The continuing members of the management committee may act despite a casual vacancy on the management committee.
3. However, if the number of committee members is less than the number fixed under rule 19.1

- as a quorum of the management committee, the continuing 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.

16. FUNCTIONS OF MANAGEMENT COMMITTEE

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.
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.
3. The Management Committee may exercise the powers of the Association –
 - a) to borrow, raise or secure the payment of amounts in a way the committee members decide; and
 - b) to secure the amounts mentioned in paragraph (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) charged upon the whole or part of the Association's 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 Joint Council; and
 - g) to provide and pay off any securities issued; and
 - h) to invest in a way the members of the committee may from time to time decide.

17. MEETINGS OF MANAGEMENT COMMITTEE

1. Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
2. The management committee must meet regularly and as required to properly exercise its functions.
3. 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.
4. A committee member who participates in the meeting as mentioned in sub rule 18.3 is taken to be present at the meeting.
5. A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the president shall have a casting vote in addition to her/his own vote, providing that the rules of the Association are complied with, and that all expenditure is authorised by the committee.
6. 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.
7. 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 shall act as chairperson of the committee or the members may choose 1 of their number to preside as chairperson at

the meeting.

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

1. At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
2. If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
3. If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - a) the meeting is to be adjourned for at least 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.
4. If, at an adjourned meeting mentioned in sub rule 19.3, there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

19. SPECIAL MEETING OF MANAGEMENT COMMITTEE

1. If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
2. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
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.
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.
5. A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.
6. The President may summon Special Meetings of the Association.

20. APPOINTMENT OF SUBCOMMITTEES

1. The management committee may appoint subcommittee(s) consisting of members of the Association considered appropriate by the committee to help with the conduct of the Association's operations.
2. A member of a subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
3. A subcommittee may elect a chairperson of its meetings.
4. If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
5. A subcommittee may meet and adjourn as it considers appropriate.
6. A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

21. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

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.
2. Sub rule 22.1 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.

22. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

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 committee meeting that was properly called and held.
2. A resolution mentioned in sub rule 23.1 may consist of several documents in like form, each signed by 1 or more members of the committee.

23. ANNUAL GENERAL MEETINGS

Annual general meeting must be held—

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

24. BUSINESS TO BE CONDUCTED AT THE ANNUAL GENERAL MEETING

The following business must be conducted at each annual general meeting of the Association—

- a) receiving a report on the affairs of the Association during the past year;
- b) receiving the Association's financial statement, and audit report, for the last reportable financial year;
- c) presenting the financial statement and audit report to the meeting for adoption;
- d) electing members of the management committee;
- e) appointing an auditor for the present financial year. The auditor means a certified accountant who is not a member of the committee or any sub-committee

25. NOTICE OF GENERAL MEETING

The secretary may call a general meeting of the Association. If the secretary is unable or unwilling to call the meeting, the president must call the meeting.

The schedule of general meetings shall allow the objectives of the Association to be achieved.

1. The secretary must give at least 14 days notice of the meeting to each member of the Association.
2. The management committee may decide the way in which the notice must be given.
3. However, notice of the following meetings must be given in writing—
 - a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - b) to reject the person's application for membership of the Association; or
 - c) to terminate the person's membership of the Association;
 - d) a meeting called to hear and decide a proposed special resolution of the Association.
4. 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.
5. A committee member who participates in the meeting as mentioned in sub rule 26.4 is taken

to be present at the meeting.

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

26. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

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 1.
2. No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
3. If there is no quorum within 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.
4. If there is no quorum within 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 7 days; and
 - b. the management committee is to decide the day, time and place of the adjourned meeting.

27. PROCEDURE AT GENERAL MEETING

1. A member may take part and vote in a general meeting in person, by proxy, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
2. A member who participates in a meeting as mentioned in sub rule 28.1 is taken to be present at the meeting.
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 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - c. the chairperson must conduct the meeting in a proper and orderly way.

28. VOTING AT GENERAL MEETING

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.
2. Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
3. Any Individual, Institutional, Institutional Sponsored Member, or Life Members is entitled to vote at a general meeting if the member's annual subscription is paid in full at the date of the meeting.
4. The method of voting is to be decided by the management committee.
5. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
6. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
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.

29. SPECIAL GENERAL MEETING

1. 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 management committee; or
 - b) being given a written request signed by—
 - i. at least 33% of the number of 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; or
 - 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.
2. A request mentioned in sub rule 30.1(b) must state—
 - a) why the special general meeting is being called; and
 - b) the business to be conducted at the meeting.
 3. A special general meeting must be held within 3 months after the secretary—
 - i. is directed to call the meeting by the management committee; or
 - ii. is given the written request mentioned in sub rule 29.1(b); or
 - iii. is given the written notice of an intention to appeal mentioned in sub rule 29.1(c).
 4. If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

30. PROXIES

1. An instrument appointing a proxy must be in writing and be in the following or similar form—

Queensland Art Teachers Association

I, _____ of _____, being a member of the Association,

appoint _____ of _____ as my proxy to vote for me

on my behalf at the (annual) general meeting of the Association, to be held on the _____ day

of _____ 20____ and at any adjournment of the meeting.

Signed this _____ day of _____ 20____.

Signature _____

2. A proxy may be a member of the Association or another person who then holds the rights of the member until the close of the meeting.
3. 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.
4. Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
5. If a member wants a proxy to vote for or against a resolution, the instrument appointing the

proxy must be in the following or similar form—

Queensland Art Teachers Association

I, _____ of _____, being a member of the Association,
appoint _____ of _____ as my proxy to vote for me
on my behalf at the (annual) general meeting of the 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]*

31. MINUTES OF GENERAL MEETINGS

1. The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are recorded and stored.
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.
3. If asked by a member of the Association, the secretary must, within 28 days after the request is made—
 - a) make the record of 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.
4. The Association may require the member to pay the reasonable costs of providing copies of the minutes.

32. BY-LAWS

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

33. ALTERATION OF RULES

1. Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
2. No such amendment, repeal or addition shall be valid unless the same shall have been previously submitted to and approved by the Department of Consumer Affairs, Brisbane, Queensland.

34. COMMON SEAL

1. The management committee must ensure the Association has a common seal.
2. The common seal must be—
 - a. kept securely by the management committee; and
 - b. used only under the authority of the management committee.
3. Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - a. the secretary; or
 - b. another member of the management committee; or
 - c. someone authorised by the management committee.



Figure 1 Common Seal of QATA

35. FUNDS AND ACCOUNTS

1. QATA is a not for profit organisation. That is, the assets and income of the Association shall be applied solely in promotion of its objects and in the exercise of its powers. No portion shall be distributed directly or indirectly to the member delegates of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.
2. The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the management committee.
3. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
4. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
5. A payment by the Association of \$100 or more must be made by electronic funds transfer.
6. Payments of \$100 or more must be approved by any 2 of the following—
 - a. the president;
 - b. the secretary;
 - c. the treasurer;
 - d. any 1 of 3 other members of the Association who have been authorised by the management committee to approve expenditure.
7. Payments under \$100 may be authorised by any 1 of the president, the secretary or the treasurer.
8. 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.
9. All expenditure must be approved or ratified at a management committee meeting.

36. DOCUMENTS AND ASSETS

The management committee must:

- ensure the safe custody of books, documents, instruments of title and securities of the Association for the continuation of association records for future committee members.
- maintain a fixed asset register of all physical assets purchased or donated during each financial year, including asset name, description, location, date of purchase, value and

depreciation.

37. FINANCIAL YEAR

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

38. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

1. This rule applies if the Association—
 - a. is wound-up under part 10 of the Act; and
 - b. has surplus assets.
2. The surplus assets must not be distributed among the members of the Association.
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.
4. In this rule— surplus assets means, in relation to the incorporated association, the assets after payment of the debts and liabilities remaining on a winding up of the incorporated association and the costs, charges and expenses of the winding up.

I hereby certify that this is a true and correct copy of the rules adopted by the members of the incorporated association.

28/11/2020

DATE