



## Annual General Meeting

### Agenda

<b>Date:</b>	28 November 2020
<b>Time:</b>	10.30–12.00am
<b>Place:</b>	Metro Arts, Boundary Street, West End 4101 Online registration
<b>Attendees:</b>	In person: Dani Towers, Bethany Loveridge, Luana Davidson, Mae McDonald, Vicki Williams, Katy Ward, Kylie Dell, Renae Belton, Jen Chaplin, Michelle Exler, Tam Kay, Bernadette Moy, Danise Stewart, Nicki Crerar Online: Denise Cross, Chrissy Dwyer, Alana Hampton, Kate Morris,

Item	Description	Responsible
1	Welcome, introductions, Acknowledgement of Traditional Owners	President: Dani Towers
2	Apologies: Mahoney Archer	Secretary: Vicki Williams
3	Review of actions from previous annual general meeting	President: Dani Towers
4	Acceptance of minutes of previous annual general meeting: <b>Seconded:</b> Vicki Williams	President: Dani Towers - Moved
5	President's report (see attached)	President: Dani Towers -
6	Acceptance of President's report <b>Seconded:</b> Katy Ward	President: Dani Towers
7	Treasurer's report (see attached) <b>Seconded:</b> Luana Davidson	Treasurer: Bethany Loveridge - presented
8	Acceptance of Financial Statements <b>Seconded:</b> Dani Towers	Treasurer: Bethany Loveridge
9	Appointment of and questions to the auditor Proposed Resolution: that Brian Tucker Accounting be appointed as QATA's auditor for the next reporting period. <b>Moved:</b> Bethany <b>Seconded:</b> Dani <b>All agreed</b> No dissent	Treasurer: Bethany Loveridge

10	<p>General Business:</p> <p>10.1 Proposed resolution: that the date of the end of the financial year be changed to align with the school calendar.  <b>Moved:</b> Dani <b>Seconded:</b> Bethany <b>All in favour</b> No dissent</p> <p>10.2 Proposed resolution: that the Queensland Art Teachers Association Constitution amendments be approved as per the tabled summary of amendments. (see attached)</p> <p>Katy suggested the constitution be amended to include volunteer roles. Dani advised volunteer positions are not covered by the Associations Incorporation Act 1981 and model rules. Volunteer responsibilities can be stipulated in contracts for specific events and relevant agreements.  <b>Moved:</b> Dani <b>Seconded:</b> Katy <b>All in favour</b> No dissent</p> <p>10.3 Proposed resolution: that the date of the AGM meeting be moved to within 3 months of the end of the amended financial year as per the constitution.  <b>Moved:</b> Dani <b>All agreed</b></p> <p><i>Vicki thanked Dani for the huge undertaking to amend our very outdated constitution. We are all extremely grateful for her efforts!</i></p>	President: Dani Towers																		
11	<p>Election of executive officers  Thank you to Jo-Anne Hine for her work as President earlier this year and previous dedication to QATA Executive.</p> <p><b>Dani:</b> <i>In her role as President &amp; Secretary over at least the previous 6 years, Jo-Anne Hine has worked tirelessly on the QATA Executive for the benefit of all members. Her work on the annual conferences; ongoing advocacy work to improve Visual Art education in QLD; and for the enormous growth in our organisation, we all would like to say thanks. She will be very much missed! (See President's report). All agreed her contribution to QATA cannot be underestimated.</i></p> <table border="1" data-bbox="336 1503 1166 2038"> <thead> <tr> <th>Position</th> <th>Nomination</th> <th>Seconded by</th> </tr> </thead> <tbody> <tr> <td>President</td> <td>Dani Towers</td> <td>Jen Chaplin</td> </tr> <tr> <td>Vice President.</td> <td>Luana Davidson</td> <td>Vicki Williams</td> </tr> <tr> <td>Treasurer</td> <td>Bethany Loveridge</td> <td>Luana Davidson</td> </tr> <tr> <td>Secretary</td> <td>Kylie Dell</td> <td>Dani Towers</td> </tr> <tr> <td>Conference Coordinator</td> <td>Vicki Williams</td> <td>Mae McDonald</td> </tr> </tbody> </table>	Position	Nomination	Seconded by	President	Dani Towers	Jen Chaplin	Vice President.	Luana Davidson	Vicki Williams	Treasurer	Bethany Loveridge	Luana Davidson	Secretary	Kylie Dell	Dani Towers	Conference Coordinator	Vicki Williams	Mae McDonald	Returning Officer: Katy Ward
Position	Nomination	Seconded by																		
President	Dani Towers	Jen Chaplin																		
Vice President.	Luana Davidson	Vicki Williams																		
Treasurer	Bethany Loveridge	Luana Davidson																		
Secretary	Kylie Dell	Dani Towers																		
Conference Coordinator	Vicki Williams	Mae McDonald																		

	Communications Officer	Mae McDonald	Kylie Dell	
	Sub-committee Positions: Sunshine Coast Subcommittee- TBA Gold coast Subcommittee- Alana Hampton, Renae Belton Ipswich Subcommittee- TBA Toowoomba Subcommittee- Chrissy Dwyer  Conference Committee: Vicki will contact members who have agreed to assist, including: Jen Chaplin, Katy Ward, Bernadette Moy, Nicki Crerar, Michelle Exter			
12	Business: <i>We thank Metro Arts for welcoming QATA members and providing a great venue.</i>			
13	Meeting close			President: Dani Towers



Dani Towers

President (Chair)

Attachments:

1. Presidents Report
2. Treasurers Report
3. Constitution
4. Summary of amendments



# President's report 2020

---

*Presented at QATA AGM 28 November 2020*

---

## Executive committee

President: Dani Towers

Vice President: Luana Davidson

Secretary: Vicki Williams

Treasurer: Bethany Loveridge

## Membership 2020

Membership in 2020 has reduced, mostly due to the postponement of the conference which usually generates significant membership.

This is comprised of:

- 70 Individual members – down from 162 in 2019
- 97 Institutional memberships (significant increase from 59 in 2019). These are schools or museums and can have up to five members included. This increase also accounts for the decrease in Individual members.
- 57 Institutional Sponsored memberships – an decrease from 68
- 27 Tertiary student memberships- compared to 34 in 2019.
- 1 new Life membership was awarded to Jo-Anne Hine who served as QATA President and executive roles from 2014 – March 2020.

We continue to miss Jo's presence on the executive committee, but she certainly hasn't left us. Our new Facebook members' page features an engaging junior secondary unit she developed this year while in Limerick, Ireland. We look forward to more to come and it's great to have a close QATA link to the other side of the world.

## Meetings

QATA executive meetings this year were focused on firstly the organization and planning of the Annual Conference, followed by the postponing of the conference and the results of this. We turned our attention instead to what we could do as an Association without the focus on the conference.

District sub-committee groups have also been understandably quiet, however it's exciting to see the connections being made between the Gold Coast QATA group and HOTA, and we look forward to strengthening this relationship in the future.

## Other Professional Development

In a year of Covid, we have been unusually and understandably quiet in our meetings this year. Although a huge benefit has been the introduction of online attendance for our member meetings and cluster meetings. This will continue at all QATA events in the future as a valuable way of connecting with our members outside of south-east Queensland.

We were pleased to bring back our Cluster meetings in July and October. We thank the hosts of these meetings – Donald Pincott at Brisbane Girls Grammar School and Katy Ward at Somerville House. A regular feature of these meetings are the presentations from the teaching community and the expertise of QCAA Principal Education Officers, Megan Brunckhorst and Kylie Dell.

In partnership with Museum of Brisbane, we presented a free workshop for members with artist Michelle Vine, also generously hosted by BGGs.

Registrations at all of these meetings was very healthy, but non-attendance is becoming a concern, particularly when face-to-face spaces are taken up at events with restrictions on numbers.

### Website

Although the website contains many pages of resources and useful information, Facebook tends to be the most popular communication tool for members.

The website is mostly used for membership registrations and posts.

We continue to be concerned that members are not using the discount codes provided during Institutional membership, so that the allocated 5 Institutional Sponsored memberships are not being accessed. To assist with this, we are currently looking at revamping the online Member registration to streamline the process for members. This will allow one person to register the Institution and all 5 members at once.

We are seeking professional assistance with this and some redevelopment of the look-and-feel of the website to make it more user friendly.

### Communication with members

Posts to members are sent out regularly or when required via the QATA website, MailChimp and Facebook.

Reliance on QATA as a primary means of contacting Visual Art teachers is growing. Among the institutions using QATA as a vehicle for information sharing via posts to members are QAGOMA, QUT Art Museum, the Museum of Brisbane and QCAA.

The Secretary and president monitor the QATA Gmail and deal with the associations email communications which are consistent.

Facebook is frequently used for QATA communications. QATA Facebook page has over 600 members (the public page has 1733 members) and is used as a primary means for members to share information and to seek support from other Visual Art teachers.

Our new Facebook Group exclusively for financial members was 'soft-launched' in October.

This platform is specifically for sharing and maintaining resources that can be searched through popular topics. Members will need to rejoin each year when membership is renewed. It's great to see members joining now to get an idea for how this new space can be used. In development are artist resources, such as a video and resource package with artist, Sophie Munns that Bethany Loveridge has been working on.

Instagram has been used more thanks to our Communications Officer, Mae McDonald.

The LinkedIn account was closed down due to lack of use this year.

## State Conference 2020

We were very disappointed to postpone our 2020 conference, *Connect*. I would like to acknowledge the work that both Jo-Anne Hine and Vicki Williams had already done to prepare the 2020 program. It is a huge undertaking that they both took on without question.

Vicki has continued to find solutions to ensure that an equally exciting program will be offered in 2021. Re-Connect is now scheduled for 16-17 July 2021 and will be hosted at Southbank TAFE, who are being very generous in their support with hire fees and access to fantastic facilities.

Artists, Sally Smart and Fiona Foley have both agreed to key note presentations.

The survey sent in September was effective in gauging the voice of our members, and has assured us that a two-day 2021 conference will be well-attended. To continue our commitment to online delivery, we are investigating what aspects of the program we can deliver remotely and how this will be reflected in ticket prices and attendance.

A dedicated conference convener is required to alleviate pressure on the executive.

The conference is our best strategy for creating connections with Industry partners and we look forward to further engagement with TAFE Qld in addition to our partnerships with QUT, UQ, QCAA, QCA, QAGOMA, MOB, IMA, Flying Arts, HoTA, Ed Qld, and suppliers in order to offer a strong PD program.

## Advocacy

QATA is represented in both ACARA and QCAA reference groups seeking feedback on Australian Curriculum. Both myself and Vice President Luana Davidson have been filling these roles.

QATA continues to have input into the shape of QCAA's new Arts showcase for outstanding senior assessment, which continues on from the fact finding trip to Melbourne with the presidents of the other arts professional associations last year.

We have also maintained our role in Department of Education's Creative Generation Awards

## QATA Constitution

The QATA constitution has been updated to reflect changes in financial management, membership and executive roles. The update follows advice from an Associations Forum review and is aligned with the Institutions Act model rules.

This update has been on the agenda for several years and it is well overdue. The last update was in 1993.

## Directions and goals for 2021

- To continue to build regional engagement through online professional development and communication; regional sub-committee positions and support, including dedicated regional session time into the conference program.
- To continue to support all teachers with PD and resourcing for P-12
- Conference 2021 – rebuild and continue to grow.
- Improve membership registration collection with website updates.
- To continue to build online sharing platforms





**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**FINANCIAL REPORT**  
**FOR THE YEAR ENDED**  
**30 JUNE 2020**

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**CONTENTS**

Committee's Report	1
Income Statement	2
Balance Sheet	4
Notes to the Financial Statements	5
Statement by Members of the Committee	9
Auditor's Report	10
Certificate by Members of the Committee	12

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**COMMITTEE'S REPORT**

Your committee members submit the financial report of the Queensland Art Teachers Association Inc for the financial year ended 30 June 2020.

**Committee Members**

The name of each member of the committee during the year and if different, at the date of the report:

Dani Towers  
Luana Davidson  
Vicki Williams  
Bethany Loveridge  
Mae Macdonald

**Principal Activities**

The principal activities of the association during the financial year were:

to represent teachers of art in Queensland schools, providing professional development opportunities through workshops and seminars.

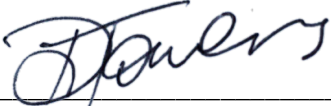
**Significant Changes**

No significant change in the nature of these activities occurred during the year.

**Operating Result**

The loss of the association amounted to (\$37,104.04) (2019: Profit \$13,285.93).

Signed in accordance with a resolution of the Members of the Committee.

Committee Member:   
\_\_\_\_\_

Dani Towers

Committee Member:   
\_\_\_\_\_

Bethany Loveridge

**Dated this 19th day of November 2020**

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	Note	2020 \$	2019 \$
<b>INCOME</b>			
Members' Subscriptions		15,500.00	21,212.09
Advertising Fees		-	500.00
Seminars, Workshops & Conferences		926.04	55,478.21
Exhibition Fees		-	1,000.00
Sales - Resources		5,000.00	-
		<u>21,426.04</u>	<u>78,190.30</u>
<b>OTHER INCOME</b>			
Other Revenue		1,117.25	549.97
		<u>1,117.25</u>	<u>549.97</u>
		<u>22,543.29</u>	<u>78,740.27</u>
<b>EXPENDITURE</b>			
Accounting & Bookkeeping Fees		2,362.50	4,816.05
Advertising		512.46	-
Artist Fees		805.00	8,225.00
Auditor's Remuneration		605.00	558.80
Bad Debts		2,779.34	-
Bank Charges		158.71	353.05
Catering		21,431.61	17,243.68
Computer & IT Expenses		692.90	1,592.53
Email, Internet & Website		233.25	645.85
Legal Fees		56.60	99.00
Functions, Conferences & Workshop Expenses		10,690.44	10,297.90
Insurance		1,391.21	1,002.39
Merchandise		-	6,086.39
Office Supplies		79.44	-
Prizes, Awards & Competition Expenses		407.18	71.82
Sponsorships & Donations		-	410.00
Subscriptions		3,376.36	-
Hire Charges		12,045.54	7,729.41
Travelling Expenses		2,019.79	6,322.47
		<u>59,647.33</u>	<u>65,454.34</u>
(Loss) Profit for the year		(37,104.04)	13,285.93

The accompanying notes form part of these financial statements.

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**INCOME STATEMENT**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	<b>Note</b>	<b>2020</b> <b>\$</b>	<b>2019</b> <b>\$</b>
<b>(Loss) Profit for the year</b>		(37,104.04)	13,285.93
Retained earnings at the beginning of the financial year		96,994.28	83,708.35
<b>Retained earnings at the end of the financial year</b>		59,890.24	96,994.28

The accompanying notes form part of these financial statements.

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**BALANCE SHEET**  
**AS AT 30 JUNE 2020**

	Note	2020 \$	2019 \$
<b>ASSETS</b>			
<b>CURRENT ASSETS</b>			
Cash and cash equivalents	3	59,020.24	89,184.58
Trade and other receivables	4	870.00	7,809.70
<b>TOTAL CURRENT ASSETS</b>		59,890.24	96,994.28
<b>TOTAL ASSETS</b>		59,890.24	96,994.28
<b>LIABILITIES</b>			
<b>CURRENT LIABILITIES</b>			
<b>TOTAL CURRENT LIABILITIES</b>		-	-
<b>TOTAL LIABILITIES</b>		-	-
<b>NET ASSETS</b>		59,890.24	96,994.28
<b>MEMBERS' FUNDS</b>			
Retained earnings	5	59,890.24	96,994.28
<b>TOTAL MEMBERS' FUNDS</b>		59,890.24	96,994.28

The accompanying notes form part of these financial statements.

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

---

The financial statements cover Queensland Art Teachers Association Inc. as an individual entity. Queensland Art Teachers Association Inc. is a not for profit Association incorporated in Queensland under the Associations Incorporation Act 1981.

The functional and presentation currency of Queensland Art Teachers Association Inc. is Australian dollars.

Comparatives are consistent with prior years, unless otherwise stated.

**1 Basis of Preparation**

In the opinion of the Committee of Management, the Association is not a reporting entity since there are unlikely to exist users of the financial report who are not able to command the preparation of reports tailored so as to satisfy specifically all of their information needs. These special purpose financial statements have been prepared to meet the reporting requirements of the Act.

The financial statements have been prepared in accordance with the recognition and measurement requirements of the Australian Accounting Standards and Accounting Interpretations, and the disclosure requirements of AASB 101 Presentation of Financial Statements, AASB 107 Statement of Cash Flows, AASB 108 Accounting Policies, Changes in Accounting Estimates and Errors and AASB 1054 Australian Additional Disclosures.

The financial statements have been prepared on an accrual basis and are based on historical costs modified, where applicable, by the measurement at fair value of selected non-current assets, financial assets and financial liabilities.

Significant accounting policies adopted in the preparation of these financial statements are presented below and are consistent with prior reporting periods unless otherwise stated.

The following significant accounting policies, which are consistent with the previous period unless stated otherwise, have been adopted in the preparation of this financial report.

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

---

**2 Summary of Significant Accounting Policies**

**Impairment of Non-Financial Assets**

At the end of each reporting period the association determines whether there is an evidence of an impairment indicator for non-financial assets.

Where this indicator exists and regardless for goodwill, indefinite life intangible assets and intangible assets not yet available for use, the recoverable amount of the asset is estimated.

Where assets do not operate independently of other assets, the recoverable amount of the relevant cash-generating unit (CGU) is estimated.

The recoverable amount of an asset or CGU is the higher of the fair value less costs of disposal and the value in use. Value in use is the present value of the future cash flows expected to be derived from an asset or cash-generating unit.

Where the recoverable amount is less than the carrying amount, an impairment loss is recognised in profit or loss.

Reversal indicators are considered in subsequent periods for all assets which have suffered an impairment loss.

**Cash and Cash Equivalents**

Cash and cash equivalents comprise cash on hand, demand deposits and short term investments which are readily convertible to known amounts of cash and which are subject to an insignificant risk of change in value.



**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

---

**Revenue and Other Income**

Revenue is recognised when the amount of the revenue can be measured reliably, it is probable that economic benefits associated with the transaction will flow to the association and specific criteria relating to the type of revenue as noted below, has been satisfied.

Revenue is measured at the fair value of the consideration received or receivable and is presented net of returns, discounts and rebates.

**Interest revenue**

Interest revenue is recognised as received.

**Rendering of services**

Revenue in relation to rendering of services is recognised depending on whether the outcome of the services can be estimated reliably. If the outcome can be estimated reliably then the stage of completion of the services is used to determine the appropriate level of revenue to be recognised in the period. If the outcome cannot be reliably estimated, then revenue is recognised to the extent of expenses recognised that are recoverable.

If the outcome cannot be reliably estimated, then revenue is recognised to the extent of expenses recognised that are recoverable.

Revenue from training services is generally recognised once the training has been delivered.

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**NOTES TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 30 JUNE 2020**

	2020 \$	2019 \$
<b>3 Cash and Cash Equivalents</b>		
Cash at Bank	51,847.05	88,501.81
Paypal Account	7,173.19	682.77
	<u>59,020.24</u>	<u>89,184.58</u>
<b>4 Trade and Other Receivables</b>		
<b>Current</b>		
Trade Debtors	<u>870.00</u>	<u>7,809.70</u>
<b>5 Retained Earnings</b>		
Retained earnings at the beginning of the financial year	96,994.28	83,708.35
(Net loss) Net profit attributable to the association	<u>(37,104.04)</u>	<u>13,285.93</u>
Retained earnings at the end of the financial year	<u>59,890.24</u>	<u>96,994.28</u>

**6 Statutory Information**

The registered office of the association is:

c/o Vicki Williams, 124 The Promenade, Camp Hill, Qld, 4152

The principal place of business is:

c/o Vicki Williams, 124 The Promenade, Camp Hill, Qld, 4152

**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**


**STATEMENT BY MEMBERS OF THE COMMITTEE**

The committee has determined that the association is not a reporting entity and that this special purpose financial report should be prepared in accordance with the accounting policies outlined in Note 2 to the financial statements.

The members of the committee declare that:

1. The financial statements and notes, as set out on pages 1 to 8, present fairly the association's financial position as at 30 June 2020 and its performance for the year ended on that date in accordance with the accounting policies described in Note 2 to the financial statements; and
2. At the date of this statement, there are reasonable grounds to believe that Queensland Art Teachers Association Inc. will be able to pay its debts as and when they become due and payable.

This statement is made in accordance with a resolution of the Committee and is signed for and on behalf of the Committee by:

**President:**   
\_\_\_\_\_

Dani Towers

**Treasurer:**   
\_\_\_\_\_

Bethany Loveridge

**Dated this 19<sup>th</sup> day of November 2020**

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF QUEENSLAND ART TEACHERS ASSOCIATION INC  
27 256 797 173**

**Report on the Audit of the Financial Report**

**Opinion**

I have audited the accompanying financial report, being a special purpose financial report, of Queensland Art Teachers Association Inc (the association), which comprises the balance sheet as at 30 June 2020, and the income and expenditure statement for the year then ended, and notes to the financial statements including a summary of significant accounting policies and other explanatory information, and management's assertion statement.

In my opinion, the accompanying financial report of the association for the year ended 30 June 2020 is prepared, in all material respects, in accordance with the Associations Incorporation Act 1981.

**Basis for Opinion**

I conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditors' Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the auditor independence requirements of the Corporations Act 2001 and the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the code.

We believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for our opinion.

**Emphasis of Matter- Basis of Accounting**

We draw attention to note 1 to the financial report, which describes the basis of accounting. The financial report is prepared to assist the association in meeting its reporting obligations to member and the Queensland regulating body. As a result, the financial report may not be suitable for another purpose. My report is intended solely for the association and should not be distributed to or used by parties other than the association. My opinion is not modified in respect to this matter.

**Responsibilities of Management and those Charged with Governance**

Management is responsible for the preparation and fair presentation of the financial report in accordance with the Associations Incorporation Act 1981 and for such internal control as management determines is necessary to enable the preparation of the financial report is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management is responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the association's financial reporting process.

**INDEPENDENT AUDITOR'S REPORT  
TO THE MEMBERS OF QUEENSLAND ART TEACHERS ASSOCIATION INC  
27 256 797 173**

**Auditor's Responsibility for the Audit of the Financial Report**

My objectives are to obtain reasonable assurance about whether the financial report as a whole is free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with the Australian Auditing Standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of this financial report.

*Brian Tucker Audit*

**BRIAN TUCKER AUDIT**

Chartered Accountants

A handwritten signature in black ink, appearing to read 'B. J. Thomas', with a long horizontal flourish extending to the right.

**BILLY-JOE THOMAS**

Director & Registered Company Auditor

Dated at Perth, Western Australia this 19<sup>th</sup> day of November 2020

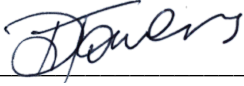
**QUEENSLAND ART TEACHERS ASSOCIATION INC**  
**27 256 797 173**

**CERTIFICATE BY MEMBERS OF THE COMMITTEE**

I, Dani Towers of Brisbane, certify that:

- (a) I attended the annual general meeting of the association held on 28 November 2020.
- (b) The financial statements for the year ended 30 June 2020 were submitted to the members of the association at its annual general meeting.

**Dated this 28th day of November 2020**

Committee Member:   
\_\_\_\_\_

Dani Towers

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

**Contents**

1. WORDS AND EXPRESSIONS TO HAVE MEANING IN THE ACT..... 3

2. NAME..... 3

3. OBJECTIVES..... 3

4. POWERS..... 3

5. CLASSES OF MEMBERSHIP..... 4

6. NEW MEMBERSHIP..... 4

7. ANNUAL MEMBERSHIP FEES..... 4

8. APPROVAL AND REJECTION OF NEW MEMBERS..... 4

9. CESSATION OF MEMBERSHIP..... 5

10. REGISTER OF MEMBERS..... 6

11. THE MANAGEMENT COMMITTEE..... 6

12. ELECTING THE MANAGEMENT COMMITTEE..... 7

13. MANAGEMENT COMMITTEE OFFICERS..... 7

14. RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER..... 8

15. VACANCIES ON MANAGEMENT COMMITTEE..... 8

16. FUNCTIONS OF MANAGEMENT COMMITTEE..... 9

17. MEETINGS OF MANAGEMENT COMMITTEE..... 9

18. QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING..... 10

19. SPECIAL MEETING OF MANAGEMENT COMMITTEE..... 10

20. APPOINTMENT OF SUBCOMMITTEES..... 10

21. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS..... 11

22. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING..... 11

23. ANNUAL GENERAL MEETINGS..... 11

24. BUSINESS TO BE CONDUCTED AT THE ANNUAL GENERAL MEETING..... 11

25. NOTICE OF GENERAL MEETING..... 11

26. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING..... 12

27. PROCEDURE AT GENERAL MEETING..... 12

28. VOTING AT GENERAL MEETING..... 12

29. SPECIAL GENERAL MEETING..... 12

30. PROXIES..... 13

31. MINUTES OF GENERAL MEETINGS..... 14

32. BY-LAWS..... 14

33. ALTERATION OF RULES..... 14

34. COMMON SEAL..... 15

35. FUNDS AND ACCOUNTS..... 15

36. DOCUMENTS..... 15

37. FINANCIAL YEAR..... 15

38. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY..... 16



## 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

## APPENDIX 2: Proposed changes to the Constitution and Rules

To assist in the interpretation of the 2020 QATA proposed constitution change the following table of amendments has been created. Please note that this table does not include minor edits such as punctuation and grammar corrections which were made to improve clarity of the document, or reformatting.

The following amendments have been informed by:

- the Associations Incorporation Act 1981 (QLD)
- the model rules provided by the Office of Fair Trading (OFT)
- and the Associations Forum review.

Please note that section numbers align with the model rules and have been updated accordingly. The amendments for your consideration are:

Section/Page	Aligns with new section	Change or reason
Cover page	Logo and title	Addition of current logo Design removed from title page.
3. Membership	5. Classes of membership	Labels did not align with current membership levels. Addition of Life Member and criteria.
5. Financial year	37. Financial Year	Financial year changed to match the school calendar year for membership expiry and accounting
6. Subscriptions	7. Annual Membership fees	Incorrect date for renewal. Amended to address when membership ends
7. Officers	13. Management Committee Officers	Allowance made for additional roles to increase the size of the committee as required.
8. Committee meetings	17. Meetings of Management Committee	Updated to allow meetings to be held and participated in by technology; removed unnecessary restrictions on how notice of meetings are published.
11. Finance and property	35. Funds and accounts	Removed outdated payment systems and amended to include electronic payment
14. Treasurer	4. Treasurer	Removed stipulation of bank where account must be held.
18. Annual General Meeting	23. Annual General Meeting	Amend stipulation of AGM in July to within 6 months of EFY.
18. Annual General Meeting	27. Procedure at general meeting 28. Voting at general meeting 30. Proxies	Guidelines provided to address voting procedures and proxy voting.
19. Notice of Annual General meeting	25. Notice of general meeting	Amended to align with 14 day notice of AGM
26. Expulsion of members	9. Cessation of membership 14. Resignation, removal or vacation of office of management committee member	Added to show the right of rejection or termination of membership and right of appeal against rejection or termination of membership Added to show how a committee member is removed from office.
31. Branches	Removed to eliminate formation of sub-branches	Note: this does not impact the formation of regional sub-committees, which are encouraged.
32. Assets	36. Documents and assets	Addition to maintain a fixed asset register of physical assets or donations