

REDCLIFFE PENINSULA
GAME & SPORTFISH



CONSTITUTION

Revised 9-7-2013

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1. MODEL RULES.

The name of the incorporated association shall be **REDCLIFFE PENINSULA GAME & SPORTFISH CLUB Inc.** (in these rules called “the Association”)

2. OBJECTS.

The objects for which the association is formed are:-

- (A) To promote the sport of fishing both as recreation and as a potential source of scientific data for the use and benefit of mankind.
- (B) The Association supports and adheres to the Environmental Codes of Practice as set by Club Approved Affiliated bodies QGFA & ANSA.
- (C) To observe the objects and policies of all Club Approved Affiliated bodies.
- (D) To observe and abide by the rules set down from time to time by the Club Approved Affiliated bodies.
- (E) To encourage and assist in research programmes dealing with the conservation and orderly management of all marine species and the population of their habitat.
- (F) To endeavour to ensure that all Members obey the rules as determined herein, both in the letter and spirit and to maintain the highest ethical standard at all times and on all occasions.
- (G) To remain affiliated with the Club Approved Affiliated bodies, and to capture fish in accordance with the rules of G.F.A.A. (Game Fish Association of Australia), A.N.S.A. (Australian National Sportfishing Association) and RPG&SC Inc. (Redcliffe Peninsula Game & Sportfish Club Inc)
- (H) To keep and maintain records of fish captures and to submit to the proper authorities on behalf of members, claims for record fish captures.
- (I) To maintain historical records of the activities of the club and its members.
- (J) To engage in competition with other affiliated Clubs.
- (K) To promote, enhance and advance the sport of angling by publicity through any lawful club media for the dissemination of news.
- (L) To promote instructional and social activities among members and to award trophies.
- (M) To do all such acts and things as may be deemed necessary in order to achieve any of the above objects.
- (N) To adopt all governing rules applying to fishing in Queensland.

3.

POWERS.

The powers of the Association are:-

- (1) To subscribe to, become a member of and co-operate with any other association, club, or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation that does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under the Rule 28 (10).
- (2) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the association's premises.
- (3) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in the case the Association shall take or hold any property which may be subject to any trusts, the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
- (4) To enter into arrangement with Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association and to obtain from any such Government Authority any rights, privileges and concessions which the Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- (5) To appoint, employ, remove or suspend such manager, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Association.
- (6) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures, or other securities of the incorporated Association, or in or about the incorporated Association or in furtherance of its objects.
- (7) To construct, improve, maintain, develop, work, manage, carry out, alter or control any house, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interest, and to contribute to, subsidise or otherwise assist and take part in the construction. Improvements, maintenance, development, working, management, carrying out, alteration or control thereof.
- (8) To invest and deal with the money of the Association not immediately required in such as may from time to time be thought fit.
- (9) To take or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (10) In furtherance of the objects of the Association to lend and advance money or give to any person or body corporate to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.

- (11) To borrow or raise money either alone or jointly with other person or legal entity in such a manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Association's property or assets or future and to purchase, redeem or pay-off any such securities.
- (12) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (13) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
- (14) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
- (15) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in sub-rule (4).
- (16) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
- (17) To print and publish any newspaper, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (18) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed under the Association under or by virtue of rule 28 (10).
- (19) In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (20) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- (21) To make donations for patriotic, charitable or community purposes.
- (22) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any way in which the Commonwealth of Australia is engaged.
- (23) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

4. CLASSES of MEMBERS.

- (1) The membership of the Association shall consist of, Ordinary, Gamefish, Sportfish, Junior and Temporary members. (2) The number of Ordinary, Gamefish, Sportfish and Junior memberships shall be unlimited.

5. MEMBERSHIP.

(1) It is a pre-requisite to membership that the member be and remain a financial member of the Moreton Bay Boat Club (herein after called the “Principle Club”) except in the case of junior members who shall be members of the RPG&SC Inc. only, until reaching the age of 18 years where upon they must then become a member of Moreton Bay Boat Club in order to remain a member of the Redcliffe Peninsula Game & Sportfish Club Inc. (MBBC Junior membership age is to ensure compliance with existing Qld liquor laws, and is not intended to extend either ANSA or QGFA junior age limit.) In the event of membership of the principle club. (a) Being suspended. (b) Being cancelled for any reason.

Then forthwith membership of this club is suspended or cancelled as the case may be.

(2) Every applicant for any class of membership of the Association shall be proposed by a member of the Association and seconded by another member. The application for membership shall be in writing, signed by the applicant and his/ her proposer and seconded and shall be in such form as the Management Committee from time to time prescribes.

6. MEMBERSHIP TYPES.

(1) Ordinary :- The member shall be over the age of 18 years and be a current member of the Moreton Bay Boat Club. Ordinary members are unable to vote and are not eligible for election to the management committee.

(2) Gamefish / Sportfish :- An ordinary member who has elected to pay the extra fee required for QGFA or ANSA affiliation. Gamefish / Sportfish members are able to vote and are eligible for election to the management committee.

(3) Junior :-

(a) A member under the age of 18 years. (MBBC premises complying with existing Qld liquor laws)

(b) Affiliated bodies QGFA & ANSA members who have not attained the age of 16 years.

(c) Persons under 18 years of age cannot vote and are not eligible for election to the management committee.

(4) Temporary :- A member only paying fees to fish in a sanctioned event. The member is not entitled to any club points or trophies with membership being only valid for the event. Temporary members are unable to vote and are not eligible for election to the management committee

7. MEMBERSHIP FEES.

(1) The membership fee shall be reviewed and determined by the members of the Association, to be voted upon at the Annual General Meeting.

(2) The membership fees shall be payable on the Thirtieth (30th) day of June in each year.

(3) Non-financial members will not be eligible to claim club points or trophies and will, after two (2) months have elapsed be removed from the club register. Points will not be reinstated for this period.

(4) Non-financial members after two (2) months have elapsed wishing to renew membership may be subject to an additional fee as set by the Management Committee.

(5) Fees subject to any lawful tax deemed appropriate by the relevant authorities at the time, will be paid by the members.

(6) New members having their applications approved by the Management Committee during the last quarter of the financial year (April, May & June) will be exempt from the preceding year (only) renewal fees.

8. ADMISSION and REJECTION of MEMBERS.

(1) At the meeting of the Management Committee after the receipt of any application and the fee application, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.

(2) Any applicant who receives a majority vote of the votes of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member.

(3) Upon acceptance or rejection of an application the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

9. TERMINATION of MEMBERSHIP.

(1) A member may resign from the Association at any time by giving notice in writing to the Secretary, such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that date.

(2) If a member :-

(a) Is convicted of an indictable offence whilst holding a management position; or (b) Fails to comply with any of the provisions of these rules; or (c) Has membership in arrears for a period of two months or more; or (d) Conducts him or herself in a manner considered to be injurious or prejudicial to the character or interest of the Association, the Management Committee shall consider whether his/her membership shall be suspended or terminated.

(3) The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Management Committee resolves to terminate his/her membership it shall instruct the Secretary to advise the member in writing accordingly.

**10. APPEAL AGAINST REJECTION or
SUSPENSION or TERMINATION of MEMBERSHIP.**

(1) A person whose application for membership has been rejected or whose membership has been suspended or terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his/her intention to appeal against the decision of the Management Committee.

(2) Upon receipt of a notification of intention to appeal against rejection or suspension or termination of membership the Secretary shall convene within three months of the date of receipt by him/her of such notice, a General Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully represent his/her case and the Management Committee or those members thereof who rejected the application for membership or suspended or terminated the

membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

- (3) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time limit prescribed by these rules or so appeals but is unsuccessful, the Treasurer shall forthwith refund the amount of any fee paid.

11. REGISTER of MEMBERS.

(1) The Management Committee shall cause a register to be kept in which shall be entered the names, and residential and electronic addresses of all persons admitted to membership of the Association and the dates of their admission.

(2) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and further particulars as the Management Committee or the members at any General Meeting may require from time to time.

12. MEMBERSHIP of MANAGEMENT COMMITTEE.

(1) The Management Committee of the Association shall consist of a Chairman, Vice-Chairman (Club Captain), Secretary, Treasurer, Weigh master and Recorder all of whom shall be members of the association, and such number of other members as the Association at any General Meeting may from time to time elect or appoint.

(2) At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for Re-election.

(3) The election of officers and other members of the Management Committee shall take place in the following order:-

(a) Any two ordinary members of the Association shall be at liberty to nominate any other ordinary member to serve as an officer or other member of the Management Committee.

(b) The nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.

(c) A list of the candidate's names in alphabetical order, with the proposers and seconders names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven (7) days immediately preceding the Annual General Meeting.

(d) Balloting lists shall be prepared (if necessary) containing the names of candidates in alphabetical order, and each financial member present at the Annual General Meeting shall be entitled to one (1) vote per vacancy.

(e) Should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

(4) The seat of any member of the Management Committee shall become vacant if he/she:-

(a) Dies. (b) Resigns, (c) Absents him/herself without permission for more than four (4) consecutive meetings of the Management Committee.

(d) Is made bankrupt or otherwise takes advantage of the laws relating to bankruptcy, (e) Becomes a patient within the meaning of the Mental Health Act 1974 to 1978, (f) Has his membership with Moreton Bay Boat Club suspended or cancelled. (g) Is non-financial with two (2) or more months arrears.

13. MANAGEMENT COMMITTEE MEMBERSHIP

RESIGNATION or REMOVAL.

(1) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

(2) Any member of the Management Committee 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.

(3) 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.

(4) A member has no right of appeal against the members removal from office under this rule.

(5) A member immediately vacates the office of member in the circumstances mentioned in Section 64(2) of the Act.

14. MANAGEMENT COMMITTEE – VACANCY APPOINTMENTS.

(1) The Management Committee shall have the power at any time to appoint at any time a member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.

(2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is below the number fixed by or pursuant to these rules as the necessary quorum of the Management Committee, the continuing members may act for the purpose of increasing the number of the Management Committee to that number or of summoning a General Meeting of the Association, but for no other purpose.

15. FUNCTIONS of the MANAGEMENT COMMITTEE.

(1) Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried out at any General Meeting the Management Committee:-

(a) Shall have the general control and management of the administration of the affairs, property and funds of the Association, and

(b) Shall have authority to interpret the meaning of these rules and any such matter relating to the Association on which these rules are silent.

(2) The Management Committee may exercise all the powers of the Association:-

(a) To borrow or raise or secure the payment of money in such manner as members of the Association may think fit and secure the same 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 and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities.

(b) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities, and

(c) To invest in such a manner as the members of the Association may from time to time determine.

16. MEETINGS of the MANAGEMENT COMMITTEE.

(1) The Management Committee shall meet at least once every calendar month to exercise its functions.

(2) A Special Meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than one-third of the numbers of the Management Committee, which requisition shall clearly state the reasons why such Special Meeting is being convened and the nature of the business to be transacted thereat.

(3) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee at the close of the last General Meeting of the members, shall constitute a quorum.

(4) Subject as previously provided in this rule, The Management Committee may meet together and regulate its proceedings as it things fit. Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be in the negative.

(5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he/she does so vote shall not be counted.

(6) Not less than fourteen (14) days notice shall be given by the Secretary to members of the Management Committee of any Special Meeting of the Management Committee such notice shall clearly state the nature of the business to be discussed thereat.

(7) The Chairman shall preside as Chairman at every meeting of the Management Committee, or if there is no Chairman, or if at any meeting he is not present within ten (10) minutes after the time appointed for holding the meeting, the Vice-Chairman (Club Captain) shall be Chairman or if the Vice-Chairman (Club Captain) is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.

(8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

17. MANAGEMENT COMMITTEE – SUB COMMITTEES.

(1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee. Any sub-committee so formed shall contain at least one (1) member from the Management Committee.

(2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.

(3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be in the negative.

18. COMMITTEE – VALID ACTS.

All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that any member of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

19. MANAGEMENT COMMITTEE – WRITTEN RESOLUTIONS.

A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

20. ANNUAL GENERAL or GENERAL MEETINGS.

The first general meeting shall be held at such a time, not being less than one (1) month nor more than three (3) months after the incorporation of the Association, and at such place as the Management Committee may determine.

21. ANNUAL GENERAL MEETINGS.

(1) An Annual General Meeting shall be held once in every calendar year and within 3 months of the end of the financial year, and at a place determined by the committee of management

(2) The business to be transacted at every Annual General Meeting shall be:-

(a) The receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year.

(b) The receiving of the auditor's report upon the books and accounts for the preceding financial year.

(c) The election of members of the Management Committee and,

(d) The appointment of an auditor.

22.

SPECIAL GENERAL MEETING.

The Secretary shall convene a Special General Meeting :-

- (a) When directed to do so by the Management Committee; or
- (b) When directed by the ordinary members of the Association having a number present which is greater or equals double the numbers of the members on the Management Committee plus one (1) Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- (c) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to suspend or terminate the membership of any person.

23.

GENERAL MEETINGS.

- (1) At any General Meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one (1).
- (2) No business shall be transacted at any General Meeting unless a quorum of members is present, at the time when the meeting proceeds to business. For the purposes of this rule “member” includes a person attending as proxy or as representing a corporation which is a member.
- (3) If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of the members of the Management Committee or the Association, shall lapse. In any case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (4) The Chairman may, with the consent of the meeting at which a quorum is present (and shall if directed by the meeting), adjourn the meeting from time to time and from place to place, but no business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- (5) The Secretary shall convene such General Meetings of the Association by giving not less than fourteen (14) days notice of any such change of meeting to the members of the Association.
- (6) The manner by which such notice shall be given shall be determined by the Management Committee. Notice of a General Meeting shall clearly state the nature of the business to be discussed thereat.
- (7) Notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be in writing.

24. PROXY

Unless otherwise provided by these Rules, at every General Meeting:-

(1) The Chairman shall preside as Chairman, or if there is no Chairman, or if he/she is not present within ten (10) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-Chairman (Club Captain) shall be the Chairman or is not present or unwilling to act then the members present shall elect one of their number to be Chairman of the meeting.

(2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.

(3) Every question, matter or resolution shall be decided by a majority of votes of the members present

(4) Every member present shall be entitled to one (1) vote and in the case of an equality of votes the Chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any General Meeting if his/her annual subscription is more than one (1) month in arrears at the date of the meeting.

(5) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.

(6) A member may vote in person or by proxy or be attorney and on a show of hands every person present who is a member or a representative of a member shall have one (1) vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one (1) vote.

(7) The instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointer or his/her attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

(8) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

.....
Redcliffe Peninsula Game & Sportfish Club Inc.

PROXY FORM

I..... Signature

Being a financial member of the above club, hereby appoint

.....

as my proxy to vote on my behalf at the Annual, Special or General Meeting (cross out whichever does not apply), to be held on:

Day..... Month..... Year.....

Signature..... Date.....

(9) The instrument appointing a proxy shall be deposited with the Secretary at least twenty four (24) hours prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

(10) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting, Special Meeting and General Meeting to be recorded in such a way as to be available for inspection, in a reasonable time, by any financial member who applies to the Secretary for that inspection. These minutes will be secured in format and medium that will be reasonably accessible and retrievable by current and subsequent parties entitled and/or required to access them. For the purpose of ensuring the accuracy of the recording of such minutes, the minutes of the meeting shall be signed, in a manner compatible with the format presented, by the Chairman of that meeting or the Chairman of the next succeeding meeting, verifying their accuracy.

25. BY-LAWS.

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

26. ALTERATION of RULES.

(1) Subject to the Associations Incorporations Act 1981, these rules may be amended repealed or added to by a special resolution carried at the general meeting.

(2) However an amendment, repeal or addition is valid only if it is registered by the chief executive of the Department administering the Act.

27. COMMON SEAL.

The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the Authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and be counter signed by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

28.

FUNDS AND ACCOUNTS.

- (1) The funds of the Association shall be banded in the name of the Association in such bank as the Management Committee may from time to time direct.
- (2) Proper books and accounts shall be kept and maintained either in written or scripted form in the English Language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All monies shall be banked as soon as practicable after receipt thereof.
- (4)
 - (a) All amounts of fifty dollars or over shall be paid by cheque signed by any two of the Chairman, secretary, Treasurer or other member of the authorised by the management committee or
 - (b) may be processed electronically by the Treasurer, and authorised by the Chairman, Secretary or other members authorised by management to do so.
- (5) Cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recoupment’s which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the impress system.
- (7) All expenditure shall be approved or satisfied at a Management Committee Meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of –
 - (a) The income and expenditure for the financial year just ending and
 - (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him/her to the Association or otherwise owing by the Association to him/her or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper cheques for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

29.

DOCUMENTS.

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

30. FINANCIAL YEAR.

The financial year of the Association shall close on the 30th June each year.

31. DISTRIBUTION OF SURPLUS ASSETS.

If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association but will be given or transferred to the Moreton Bay Boat Club or a QGFA and or a ANSA financial fishing club within the zone area RPG&SC Inc at the vote of the members.