



## **SREE NARAYANA MISSION - QUEENSLAND**

### **SNMQ-Constitution**

#### *A brief About Sree Narayana Guru*

*Sree Narayana Guru (20 August 1856 – 20 September 1928) was a saint, philosopher, spiritual leader, and a social reformer from Kerala, India. Driven by the strong desire to break superstitions and taboos that were holding back the Indian society from progress, the Guru underwent years of strict penance and meditation before attaining enlightenment. Following which he went on to pave the way for social reform and change in India. So great was his influence that he attracted some of the greatest thinkers, philosophers, and fellow social reformers of his time, who sought his advice and/or aided him in his efforts. These included luminaries such as Mahatma Gandhi, Rabindranath Tagore, and many others, who were all enthused by the Guru's ideals and teachings.*

*Sree Narayana Guru's philosophies on openness and inclusivity are especially relevant in a world that is becoming increasingly diverse today. We celebrate the following teachings that inspire us to respond to our common humanity:*

*One in Kind, One in Faith, One in God, is Man.*

*Whichever be the religion of a man, it suffices if it makes a better man.*

*Acts that one performs for the sake of oneself should also aim for the good of others*

#### **Preface**

*Sree Narayana Mission Brisbane was founded on January 29, 2017 by Sri Baiju, Aneesh Narendran, Sri Shaji Rajan and Sri Sumesh*

*Its purpose is to promote the philosophy and teachings of Sree Narayana Guru in the wider community of Queensland.*

*Organization was later registered as Sree Narayana Mission Queensland. The group aims to promote traditional values and culture while creating strong bonds between family members and children.*

*Monthly prayer meetings are held at members' homes, and the organization has grown from a modest start to become a reputable institution through the hard work of its committee, registered members, and the generosity*

**SNMQ (Sree Narayana Mission Queensland)**



*of the wider community.*

*SNMQ hosts spiritual gatherings on monthly basis. All members of SNMQ joins this spiritual gathering and participates in prayers and the following motivational talks/speeches. The doors of SNMQ is always open for all without any discrimination. SNMQ also extend its assistance for new migrants to Australia. Anyone can be a part of this noble voluntary not-for-profit organization and can contribute towards all noble services extended to the society.*

### **Part I -- Preliminary**

#### **1. Interpretation:**

- 1. In these Rules, the "Act" means the Associations Incorporation Act Queensland 1981;*
- 2. The modular rules of the Act shall apply which have not been stated or modified in this Constitution.*
- 3. "committee" means the Management Committee of the Association;*
- 4. "Trustees" means the members of the Management Committee of the Association;*
- 5. "Trust" means separate institution duly constituted by the Management Committee;*
- 6. "financial year" means the period from 1 July to 30 June of the following year;*
- 7. "general meeting" means a general meeting of members convened in accordance with rules 33 or 35.*
- 8. "member" means a Founder or Life member of the Association;*
- 9. "Founder member" means one of members who had committed to be members of the Association prior to incorporation of the association.*
- 10. "Regulations" means regulations under the Act;*
- 11. In these Rules, except in so far as the context or subject matter otherwise indicates or requires, any matter mentioned under the heading "Terms" below means the corresponding interpretation to that matter under the heading "Meaning".*

#### **Terms Meaning**

*Association: SREE NARAYANA MISSION Queensland Incorporated.*

*Secretary: The person holding office under these Rules as Secretary of the Association, or where no such person holds that office, the public officer of the Association.*

*Special General Meeting: A general meeting of the Association other than an annual general meeting.*



*The Act: The Associations Incorporation Act, Queensland.1981,*

*The Regulation: The Associations Incorporation Regulations, Queensland 1999.*

*1.1 In these Rules, a reference to a function includes a reference to a power, authority and duty; and a reference to the exercise of a function includes, where the function is a duty, a reference to the performance of the duty.*

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

## **1. INTRODUCTION**

### **1.1 Name**

*The name of the SREE NARAYANA MISSION incorporated association shall be Inc. The short form of the SREE NARAYANA MISSION association Queensland Inc is SNMQ*

## **2. OBJECTS**

*The objects of the association are set out hereunder:*

*1.2 To promote the learning of Hindu philosophy, educational values of Hindu culture and Hindu Religion both in terms of theory and practice.*

*1.3 To promote and facilitate research and educational activities related to Hindu culture, architecture and heritage.*

*1.4 To acquire, construct and maintain a place of education for imparting knowledge and practical training for kids, youth and adults.*

*1.5 To organise and conduct regular classes, workshops and other appropriate learning activities for teaching the above.*

*1.6 To organize conferences and exhibitions with the assistance of scholars in these fields.*

*1.7 To promote and foster classical dance, music, performing art, literature, Indian visual art and craft.*

*1.8 To organise and conduct regular classes for various performing art forms, classical and literature.*

*1.9 To organize workshops and seminars as appropriate to promote the above objects.*

*1.10 To organize publications for dissemination of knowledge.*

*1.11 To look into the interests of the Hindu Ezhava Malayalee community in Queensland and uphold their cultural and artistic values.*



1.12 To foster friendship with other communities, exchange and share ideas and beliefs with them and enhance quality of life

1.13 To provide the community members with an opportunity to meet, discuss and promote Malayalam language and culture.

1.14 To extend a helping hand to any member who is in distress and if needed to raise money for charity

1.15 To work with other community members and similar associations elsewhere in the world.

1.16 To raise or collect funds either by donations, subscriptions, arranging bazaars, exhibitions, functions, festivals, lotteries, sports or otherwise for the furtherance of the objects of the Association.

1.17 To encourage and promote the youth of the Association to participate and further the aims and objectives of the Association.

1.18 To do all acts and things which the Association shall think fit in the furtherance of any or all of the objects a-fore-said

### **3. POWERS**

The powers of the association are

3.1 To take up development and welfare programmes for the target group, especially for their social, moral and cultural improvement.

3.2 To mobilize and utilize internal and external resources in cash and kind to promote the aims and objectives of Association.

3.3 To cooperate and work with other organizations in areas of common interest.

3.4 To promote and undertake research and studies, print and publish reports and books and disseminate information as and when required to all members as well as to the general public.

3.5 To purchase, take on lease or in exchange, hire or otherwise acquire any land, building or real personal property and any rights or privileges which the Association may think necessary or convenient for the promotion of its aims and objectives and to construct, maintain and alter any buildings or erections necessary or convenient for the works of the Association.

3.6 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;



- 3.7 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 purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: PROVIDED THAT in 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 a manner as is allowed by law having regard to such trusts.
- 3.8 To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or 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.
- 3.9 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 promotion of the incorporated association or in the furtherance of its objects.
- 3.10 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- 3.11 To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- 3.12 To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- 3.13 In furtherance of the objects of the Association to lend and advance money or give credit 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.
- 3.14 To borrow or raise money either alone or jointly with any other person or legal entity in such 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 notes



*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 present or future and to purchase, redeem or pay-off any such securities.*

*3.15 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.*

*3.16 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.*

*3.17 To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, or 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.*

*3.18 To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations.*

*3.19 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.*

*3.20 To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.*

*3.21 To make donations for patriotic, charitable or community purposes.*

*3.22 To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.*

*3.23 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 CONFLICT OF RULES**

*4.1 Where a conflict arises among these Rules during the operation of this Constitution, the Committee may resolve the conflict by a resolution. Such a resolution, when passed, shall have the same force as if these Rules were written to mean the operation of that resolution in such a conflict but the resolution shall only explain or elucidate but not to be contrary to any clause in the Constitution.*



## **5 MEMBERSHIP**

5.1 *The membership of the organization shall be open to all Hindu Ezhava malayalees and their family members regardless of their age, gender, race, and political background, residing, temporarily and permanently, in Queensland. The membership is unlimited to students, adult singles and families.*

6. 1 *The membership of every person who at the date of incorporation of the Association was member of the Unincorporated association shall be deemed to be a member of the Association unless any such member advises the Secretary of the Association in writing within 30 days of the date of the Special General Meeting adopting these Rules that he does not wish to become a member of the Association.*

6.2 *Every applicant for the membership of the Association shall-*

6.2.1 *be over the age of 18 years;*

6.2.2 *be proposed by one member of the Association and*

6.2.3 *agree to support, subscribe and promote each and every objects of the Association and be bound by its Rules.*

6.2.4 *in family membership parents and children over the age of 18 years would be individual members of the Association.*

6.3 *The application for membership shall be made in writing, signed by the applicant.*

## **7 MEMBERSHIP FEES**

7. 1 *The fees for the membership shall be such sum as the members shall from time to time (by an ordinary resolution) at any general meeting so determine. The membership fee per annum for an ordinary member for the time being shall be as follows.*

*Student – Forty dollars (\$40) Yearly*

*Single Person Adult – Sixty dollars (\$60.00) Yearly*

*Family – Hundred & twenty dollars (\$120.00) Yearly*

7.2 *The fees for the membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.*

## **8. ADMISSION AND REJECTION OF MEMBERS**

8.1 *At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall*



*thereupon determine upon the admission or rejection of the applicant.*

*8.2 Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member of the Association.*

*8.3 Upon the acceptance or rejection of an application for membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.*

### **9. TERMINATION OF MEMBERSHIP**

*9.1 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 later date.*

*9.2 If a member: -*

*9.2.1 is convicted of an indictable offence; or*

*9.2.2 fails to comply with any of the provisions of these Rules; or*

*9.2.3 has membership fees in arrears for a period of six months or more; or*

*9.2.4 conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association; the Management Committee shall consider whether his membership shall be terminated.*

*9.3 The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the secretary to advise the member in writing accordingly.*

### **10. APPEAL AGAINST TERMINATION OF MEMBERSHIP**

*10.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.*

*10.2 Upon receipt of a notification of intention to appeal against rejection or termination of Membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise*





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

10.3 here a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeal but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid

## **11. REGISTER OF MEMBERS**

11.1 The management committee shall keep a register of members of the association.

11.2 The register must include the following particulars for each member –

11.2.1 the full name of the member;

11.2.2 the postal or residential address of the member

11.2.3 the date of admission as a member

11.2.4 the date of death or time of resignation of the member

11.2.5 details about the termination or reinstatement of membership

11.2.6 any other particulars the management committee or the members at a general meeting decide

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

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

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

## **12 . MANAGEMENT COMMITTEE, EXECUTIVE COMMITTEE AND THEIR RIGHTS/DUTIES**

The Management Committee and the executive committee of the Association shall be elected at the Annual members shall consist of the following office – bearers of the Association, each of whom has the right to hold office for the term as specified in these Rules. The office bearers of the association shall be :

A. The President

B. The Secretary

C. The Treasurer

D. The Executive Members



*Subject to these Rules, the Committee shall specify any additional responsibilities for each of the above from time to time.*

*12.1 The present management committee members which comprise of President, secretary and Treasurer and the executive committee members will serve until June 30- 2024. The first election will take place only after 30th June 2024.*

*12.2 Any two members of the Association shall be at liberty to nominate any other member to serve in any position of the Executive Committee. The nomination shall be in writing and signed by the member, his proposer and seconder and shall be lodged with the Secretary at least seven days before the Annual General Meeting at which the election is to take place. In the event of more than one nomination received for any one position, a poll shall be conducted for that position, by means of voting. In case there shall not be any nomination for any one position, the Chairman shall call for and accept nomination for such position, from the floor at the Annual General Meeting.*

*12.3 The class of The Committee members shall be elected for a period of every year after 30th June 2024 by voting by the Association members. The election shall be conducted by the Returning Officer appointed by the outgoing management committee. Any vacant position in the executive committee occurred due to resignation or any other reasons shall be filled in through the by-election to serve for the remaining period. If nominations for any or all positions are not filed, these positions will be filled in for a year by open nomination on consensus such as if no one is interested than one of the elected members can be given the charge of the vacant position.*

*12.4 Only SNMQ Members who have attended 8 out of 12 committee meetings are eligible to stand as a candidate for next Election The rights and duties of the Management committee members will be as follows*

*A. President:*

- 1. shall be the official representative of the Association.*
- 2. shall preside over all meetings of the Association and exercise general supervision over the affairs of the Association.*
- 3. shall delegate power to Vice-President whenever necessary.*
- 4. shall accept resignation of office bearers and Association members.*
- 5. shall call emergency meetings whenever necessary.*

*B. Secretary:*



- 1. shall be responsible for all the official communication of the Association.*
- 2. shall be responsible for calling all meetings, preparing agenda in consultation with the president and notifying all the office bearers and members well in advance of such meetings. All members shall be notified about the AGM in writing (through electronic media) with the agenda at least fourteen days*

*E. Treasurer:*

- 1. shall be responsible for all the financial transactions such as collecting membership dues and subscription of Association events and send receipts; and make disbursements as approved at the AGM.*
- 2. shall open a joint account of OHM- Queensland with other one office bearers at a reputable bank.*
- 3. shall keep the record of all financial reports, get it certified and present in the AGM.*
- 4. shall have custody of the books, documents, instruments of title and securities.*
- 5. shall be responsible for the preparation of a statement of income and expenditure, assets, and liabilities, mortgages, charges and securities affecting the property of the Association for each financial year, and the presentation of the statement, after audit, to the members.*

*F. Executive Committee Members: -*

*There shall Four (4) executive members at all times.*

**13 RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER**

*13.1 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 or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such general meeting.*

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

**14 VACANCIES ON MANAGEMENT COMMITTEE**

*14.1 The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.*

*14.2 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 reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members 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**

*15.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee: -*

*15.1.1 shall have the general control and management of the administration of the affairs, property and funds of the Association; and*

*15.1.2 shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.*

*15.2 The Management Committee may exercise all the powers of the Association: -*

*15.2.1 to borrow or raise or secure the payment of money in such manner as the 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;*

*15.2.2 to invest in such manner as the members of the Association may from time to time determine.*

### **16 MEETINGS OF MANAGEMENT COMMITTEE**

*16.1 The Management Committee shall meet at least once every two calendar months to exercise its functions.*

*16.2 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 members 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.*

*16.3 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 as at the close of the last general meeting of the members, shall constitute a quorum.*

*16.4 Subject as previously provided in this rule, the Management Committee may meet together and regulate its*



*proceedings as it thinks 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 Chairman of the meeting shall have the casting vote.*

*16.5 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 does so vote his vote shall not be counted.*

*16.6 Not less than seven (7) 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.*

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

*16.8 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.*

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

*16.10 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.*

## **17 APPOINTMENT OF SUB- COMMITTEE**

*17.1 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.*

*17.2 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 minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.*

*17.3 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 decided in the negative.*

*18 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 the members 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 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**

*Subject to the provisions of the Association Incorporation Act, the first general meeting shall be held at such time, not being more than twelve (12) months after the incorporation of the Association, and at such place as the Management Committee may determine.*

*21*

*21.1 The annual general meeting shall be held within three months of the close of the financial year.*

*21.2 The business to be transacted at every annual general meeting shall be:-*

*21.2.1 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;*

*21.2.2 the receiving of the auditor's report upon the books and accounts for the preceding financial year;*

*21.2.3 the election of members of the Management Committee; and*

*21.2.4 the appointment of the auditor.*

*22 The secretary shall convene a special general meeting: -*

*22.1 when directed to do so by the Management Committee; or*

*22.2 on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reason why such special general meeting is being convened and the nature of the business to be transacted thereat; or*

*22.3 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 terminate the membership of any person.*

*23*

*23.1 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.*

*23.2 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 a proxy or as representing a corporation which is a member.*

*23.3 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 members of the Management Committee or the Association, 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 members present shall be a quorum.*

*23.4 The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty 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.*

24

*24.1 The secretary shall convene all general meetings of the Association by giving not less than 14 days' notice of any such meeting to the members of the Association.*

*24.2 The manner by which such notice shall be given shall be determined by the Management Committee PROVIDED THAT notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.*

*25 Unless otherwise provided by these Rules, at every general meeting: -*

*25.1 the President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;*

*25.2 the Chairman shall maintain order and conduct the meeting in the proper and orderly manner;*

*25.3 every question, matter or resolution shall be decided by a majority of votes of the members present;*

*25.4 every member present shall be entitled to one 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 annual subscription is more than one month in arrears at the date of the meeting;*

*25.5 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 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;*

*25.6 A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one 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 vote;*

*25.7 The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his 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 the proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;*

*25.8 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: -*

### **26 Minutes of general meetings**

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

*26.2 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.*

*26.3 If asked by a member of the association, the secretary must, within 28 days after the request is made—*

*(a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and*

*(b) give the member copies of the minutes of the meeting.*

*26.4 The association may require the member to pay the reasonable costs of providing copies of the minutes.*

THE SNMQ

I

\_\_\_\_\_

of \_\_\_\_\_

\_\_\_\_\_

being a member of the above-named association, hereby

appoint Mr/Ms \_\_\_\_\_



of \_\_\_\_\_

or failing him/her,

Mr/Ms \_\_\_\_\_

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 thereof.

Signed this \_\_\_\_\_ day

of \_\_\_\_\_ 20\_\_

\_\_\_\_\_

Signature.

This form is to be used - *\*in favour of/\*against – the resolution.*

*\*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit.)"*

## **27. FINANCES**

*27.1 All financial resources which belongs to the Association, except those deemed by the Treasurer to be necessary for the good and proper conduct of Association business, shall be deposited with financial institutions as determined by the Committee at a duly constituted Committee meeting.*

*27.2 A negotiable instrument issued by the association must be signed by any two of the following office-bearers: the president, the treasurer, the secretary or another member authorized by the management committee for the purpose.*

### **Fees subscription and donation:**

*1. All the members of the Association shall pay a fixed annual membership fee. The membership fee shall be due at the end of financial year each year. The membership fee shall be determined by Management and Executive Committee Members.*



2. *The Executive committee shall determine and collect community program/function fees as required for each event separately.*

3. *Members can donate money to support the activities of the Association.*

27.3 *The income and property of the Association when so ever 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 the member to the Association or otherwise owing by the Association to the member 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 charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.*

27.4 *The executive committee shall obtain an audit of the Association's accounts each year and present the audit to members of the Association at an Annual General Meeting.*

## **28. AMENDMENT OF CONSTITUTION**

1. *Subject to the Association Incorporation Act 1981, these rules may be amended repealed or added to by a special resolution carried at a general meeting.*

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

3. *Amendments to the rules must be passed by special resolution of the members and the definition of a special resolution is as follow:*

4. *Special resolution of an association means a resolution passed at a general meeting of the association by the votes of  $\frac{3}{4}$  of the members who are present and entitled to vote on the resolution'.*

## **29. COMMON SEAL**

*The Secretary and Treasurer shall have custody of the common seal. The common seal shall be used by the authority of the Executive Committee and every instrument to which the seal is affixed shall be signed by a member of the Executive Committee and counter signed by the Secretary or by a second member of the Executive Committee or by some other person appointed by the Executive Committee for the purpose. All communiqué shall*



*be done via official OHM letterhead. Any communiqué without a proper SNMQ Qld letterhead shall have no legal representation of the SNMQ Queensland.*

### *30. DISSOLUTION*

*The Association shall be dissolved as per the part 10 of the Association Incorporation Act 1981 by passing a special resolution of the members. The Association surplus assets shall be distributed to another entity as per the schedule 4 of the Association Incorporation Regulation 1999.*

*Section 36 of Schedule 4 of the Association Incorporation Regulation 1999 states: Distribution of surplus assets to another entity:*

*1.1. This section applies if the association-*

*1.1.1. is wound-up under part 10 of the Act;*

*1.1.2. it has surplus assets*

*1.2. The surplus assets must not be distributed among the association members.*

*1.3. The surplus assets must be given to another entity-*

*1.3.1. Having objects similar to the association's objects; and*

*1.3.2. The rules of which prohibit the distribution of the entity's income and assets to its members.*

*1.4. In this section-*

*"Surplus assets" has the meaning given by section 92(3)11 of the Act.*

*2. After dissolution, the Executive Committee shall cease to function.*

### *31 FUNDS AND ACCOUNTS*

*31.1 The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.*

*31.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.*

*31.3 All moneys shall be banked as soon as practicable after receipt thereof.*

*31.4 All amounts of twenty dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other members authorised from time to time by the Management Committee.*



31.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment's which may be open.

31.6 The Management Committee shall determine the amount of petty cash.

31.7 All expenditure shall be approved or ratified at a Management Committee meeting.

31.8 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of: -

31.8.1 the income and expenditure for the financial year just ended; and

31.8.2 the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.

31.9 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.

31.10 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 moneys advanced by him to the Association or otherwise owing by 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 charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

## 32 DOCUMENTS

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

## 33 FINANCIAL YEAR

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

## 34 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 shall be given or transferred to some other institution or institutions having objects similar to the objects 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 is imposed on the Association under or by virtue of Rule 28(10) such institution or institutions to be determined by the members of the Association.*