



QUEENSLAND BAND ASSOCIATION INC.

ABN: 60 795 850 027

PO Box 573 Lutwyche QLD 4030 - Web: <http://www.qba.org.au>

CONS

**CONSTITUTION OF THE
QUEENSLAND BAND
ASSOCIATION
INCORPORATED
(2005)**



As adopted by a special general meeting of members on Saturday 9th July 2005.



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1. NAME

The name of the incorporated association shall be the Queensland Band Association Incorporated (in these rules called the Association).

2. MODEL RULES TO BE EXCLUDED

Section 47(1) of the *Associations Incorporation Act 1981* does not apply to the Association.

3. OBJECTS

The objects of the Association are:

- (1) To encourage Member bands to attain and maintain the highest musical standard possible, thereby increasing public acceptance and member satisfaction.
- (2) To consolidate and advance the interests, ideals, and welfare of Member bands to their common advantage.
- (3) To stimulate public demand for, and public acceptance of, bands and band music by conducting public recitals and contests, and by other means from time to time decided upon.
- (4) To assume the dominant role in contest administration by arranging for times, places, venues and appointment of adjudicators, the registration of players of member bands for contesting purposes, and by deciding the grading of all member bands.

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) To subscribe to, become a member of and co-operate with any other association, club, or organisation 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 which 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 or by virtue of Rule 31(10)
 - (e) Do other things necessary or convenient to be done in carrying out its affairs



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5. CLASSES OF MEMBERS

- (1) An association, incorporated in the State of Queensland, which is formed for the management of a brass band or concert band shall be eligible for ordinary membership of the Association. There shall be no limit to the number of ordinary members. Each ordinary member is entitled to one vote at any general meeting.
- (2) A band which is formed and controlled by either an educational authority or registered educational institution within Queensland shall be eligible for associate membership of the Association. There shall be no limit to the number of associate members. Associate members shall not be required to pay membership fees. Associate members have no voting rights at general meetings.
- (3) Life Membership may be granted to a person who has rendered outstanding service to the Association. Life Membership shall be awarded at an annual general meeting on a simple majority of the members present and eligible to vote. Nominations for Life Membership shall be considered by the Management Committee prior to making recommendations to the annual general meeting. Life Members shall enjoy all rights and privileges of the Association except that they not entitled to vote but may speak on any motion before the chair at a general meeting, unless the life member is voting in the capacity of representative of an ordinary member pursuant to Rule 26(6). There shall be no limit to the number of life members.

6. MEMBERSHIP

- (1) Every band who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the date of incorporation agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association. Every member of the Association who previously to their agreeing to become a member of the Association has paid their subscription due on June 1st 1986 as a member of the unincorporated association shall not be liable to pay any further sum by way of annual subscription to the Association for the period prior to June 1st 1987.
- (2) An application for membership shall be made in writing by the Secretary of a relevant incorporated association; or designated officer or an educational authority or registered educational institution, and include affiliation fees, names and addresses of executive and players and any other requirements that the Management Committee from time to time prescribes.



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7. MEMBERSHIP FEES

- (1) The membership fees shall be set at the Annual General Meeting of the Association based on recommendations from the Management Committee.
- (2) The membership fees 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

- (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for membership 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 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.
- (3) Upon rejection or acceptance of an application for membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

9. TERMINATION OF MEMBERSHIP

- (1) Any 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.
- (2) If a member band
 - (a) fails to comply with any provisions of these rules; or
 - (b) has membership fees in arrears for a period of two months or more; or
 - (c) acts in a manner considered by the Management Committee to be injurious or prejudicial to the character or interests of the Association then,

The Management Committee shall consider whether membership shall be terminated. If the Management Committee resolves to terminate a membership it shall instruct the secretary or designated officer to advise the member accordingly.

10. APPEAL AGAINST TERMINATION OF MEMBERSHIP

- (1) If the Management Committee determines that membership is to be terminated then the member concerned shall be entitled to an opportunity to resolve the dispute pursuant to Rule 29.



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- (2) After the provisions of Rule 29 have been complied with, but before the application of Rule 29(10), and upon written notification of an intention to appeal against termination of membership, the secretary shall convene within two months of such notification, a general meeting to decide the appeal. At any such meeting the applicant shall be given the opportunity to fully present its case and the Management Committee or those members thereof who rejected the application for membership subsequently shall likewise have the opportunity of presenting its case. There shall be no automatic right to legal representation in such a matter, but the Management Committee shall have sole discretion to allow an affected party to be legally represented. The appeal shall be determined by the vote of the members present at such meeting – in the form of an ordinary resolution.

11. APPEAL AGAINST REJECTION OF MEMBERSHIP

- (1) A member whose application for membership has been rejected may within one month of receiving written notice thereof, lodge with the secretary written notice of its intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection of membership the secretary shall convene within three months of the date of receipt by the member of such notice a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present its case and the Management Committee or those members thereof who rejected the application for membership subsequently shall likewise have the opportunity of presenting its case. There shall be no automatic right to legal representation in such a matter, but the Management Committee shall have sole discretion to allow an affected party to be legally represented. The appeal shall be determined by the vote of the members present at such meeting.
- (3) Where an applicant, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

12. REGISTER OF MEMBERS

- (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and addresses of all those admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be opened for inspection at all reasonable times by any member which previously applies to the secretary for such inspection.



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13. MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Management Committee of the Association shall consist of a President, one Vice-President, a Secretary, a Treasurer, a Registrar, and any other members whom the association elect or appoint at a general meeting – providing that the total membership of the Management Committee does not thereby exceed eleven members.
- (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 manner:-
 - (a) Any two ordinary members of the Association shall be at liberty to nominate any person to serve as an officer or other member of the Management Committee. There is no requirement that a person nominated for election or appointment to the Management Committee be a member of any band which is itself an ordinary or associate member of the Association.
 - (b) The nomination, which shall be in writing and signed by the nominee and the proposer and seconder, shall be lodged with the secretary at least fourteen days before the annual general meeting at which the election is to take place.
 - (c) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be distributed to all ordinary members as soon as is practical after the close of nominations. This list must also be posted in a conspicuous place at the usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting.
 - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each person entitled to vote at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies. A ballot shall only be necessary where more than one candidate has been properly nominated in compliance with Rule 13(3). If only one candidate has been properly nominated for a position, the chair of the meeting shall declare that candidate duly elected.

14. RESIGNATION AND REMOVAL OF MANAGEMENT COMMITTEE MEMBERS

- (1) A Management Committee member may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect on—
 - (a) the day and at the time the notice is received by the secretary; or
 - (b) if a later day is stated in the notice—the later day.



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- (3) A Management Committee member may be removed from office at a general meeting of the association if a majority of the members present 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. There is no right to legal representation at any hearing or meeting convened to consider the removal of a management committee member pursuant to this rule.

15. VACANCIES ON MANAGEMENT COMMITTEE

- (1) The Management Committee shall have power at any time to appoint any person 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 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.

16. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- (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:
 - (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 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 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;



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- (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 manner as the members of the Association may from time to time determine.

17. MEETINGS OF 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 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.
- (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.
- (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 question shall be deemed to be decided 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/she is interested, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.
- (6) Not less than fourteen 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 President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.



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- (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.

18. DELEGATION OF MANAGEMENT COMMITTEE POWERS

- (1) The management committee may delegate the whole or part of its powers to a subcommittee consisting of the association members considered appropriate by the committee.
- (2) A subcommittee may only exercise delegated powers in the way the management committee decides.
- (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.

19. 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) Subsection (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.



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20. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

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.

21. FIRST GENERAL MEETING

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

22. SUBSEQUENT ANNUAL GENERAL MEETING

- (1) The annual general meeting shall be held within three months of the close of the financial year.
- (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.

23. SPECIAL GENERAL MEETING

The secretary shall convene a special general meeting:-

- (1) When directed to do so by the Management Committee; or
- (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 the number of members presently on the Management Committee. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted at the meeting; or



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- (3) On being given a 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 member.

24. QUORUM AT GENERAL MEETING

- (1) At any general meeting, including an annual general meeting, the number of ordinary members required to be present by representation pursuant to Rule 26(6) to constitute a quorum shall be a number equal to at least half the number of ordinary members of the Association plus one. For the purposes of a quorum under this rule, a person attending the meeting to vote may be counted more than once if they are duly representing more than one ordinary member pursuant to Rule 26(6).
- (2) No business shall be transacted at any general meeting unless a quorum is present at the time when the meeting proceeds to business.
- (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.
- (4) The Chairperson 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. Here 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.

25. NOTICE OF GENERAL MEETING

- (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.
- (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/her 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 at the meeting.



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26. PROCEDURE OF GENERAL MEETING

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

- (1) The President shall preside as Chairperson, or if there is no President, or if he/she 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 Chairperson 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 Chairperson of the meeting.
- (2) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- (3) Every question, matter or resolution, other than a special resolution, shall be decided by a majority of votes in secret ballot of the members represented pursuant to Rule 26(6).
- (4) Every ordinary member of the Association shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a casting vote. No ordinary members shall be entitled to vote at any general meeting if the member's annual subscription is more than one month in arrears at the date of the meeting.
- (5) Voting shall be by a secret ballot. The Chairperson shall appoint two persons to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was held.
- (6) An ordinary member who intends to vote at a general meeting must provide for the attendance at that meeting of one representative of their association. A representative for the purposes of this rule may be any person – and is not required to be a member of the ordinary member's association. Any ordinary member appointing such a representative must notify the Secretary of the Association of this arrangement, and of the identity of the representative prior to the commencement of the general meeting.
- (7) The appointment of a representative of an ordinary member for the purposes of Rule 26(6) must be made by providing the secretary of the association with a written notice (in paper or electronic format) in the following form, prior to the commencement of the meeting:



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Queensland Band Association Inc Appointment of Representative for General Meeting

We (Name of ordinary member's association), an ordinary member of the Queensland Band Association Incorporated, hereby appoint.....(Name of person to be appointed as the representative) as the representative of our association to vote at the general meeting of the Queensland Band Association Incorporated, to be held on..... (Date of meeting). We have instructed this representative to vote on our behalf at the meeting and agree to be bound by the vote so made.

- (8) For the purposes of Rule 26(6) there is nothing to prevent any person being appointed as the representative of more than one ordinary member, provided that such a person is duly appointed in the form prescribed by Rule 26(7).
- (9) The instrument appointing a representative shall be under seal of the ordinary member or under the hand of an officer of the ordinary member's association or attorney duly authorised for that purpose.
- (10) The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any member of a financial member band who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting;
- (11) Provided that the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting

27. 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.

28. ALTERATION OF RULES

- (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.



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29. DISPUTES AND MEDIATION

- (1) The grievance procedure set out in this rule applies to disputes under these Rules between-
 - (a) An ordinary member and another ordinary member; or
 - (b) An ordinary member and the Association.
- (2) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all of the parties.
- (3) If the parties are unable to resolve the dispute at the meeting, or if a party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator.
- (4) The mediator must be-
 - (a) a person chosen by agreement between the parties; or
 - (b) in the absence of agreement-
 - (i) in the case of a dispute between a member and another member, a person appointed by the committee of the Association;
 - (ii) or in the case of a dispute between a member and the Association, a person who is a mediator appointed or employed by the Dispute Resolution Branch of the Department of Justice and Attorney-General (Queensland).
- (5) A member of the Association can be a mediator.
- (6) The mediator cannot be a member who is a party to the dispute.
- (7) The parties to the dispute must, in good faith, attempt to settle the dispute by mediation.
- (8) The mediator, in conducting the mediation, must-
 - (a) give the parties to the mediation process every opportunity to be heard; and
 - (b) allow due consideration by all parties of any written statement submitted by any party; and
 - (c) ensure that natural justice is accorded to the parties to the dispute throughout the mediation process.
- (9) The mediator must not determine the dispute.



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- (10) If the mediation process does not result in the dispute being resolved, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
- (11) If a mediator is appointed pursuant to Rule 29(4)(a), the parties involved must share equally the cost of any fees levied by the mediator.

30. 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 shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

31. FUNDS AND ACCOUNTS

- (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.
- (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.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified 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 ended; 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/her 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.



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- (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 to him 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.

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 (April 30th) each year.

34. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- (1) This section applies if the association—
- (a) is wound-up under Part 10 of the Act; and
 - (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the association members.
- (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 section—"surplus assets" has the meaning given by section 92(3) of the Act.



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