



*Highfields*  
CHAMBER OF  
COMMERCE

Constitution of the  
Highfields Chamber of Commerce Incorporated  
(Incorporation No. IA35909)



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## 1. Interpretation

### 1) In these rules:

Act means the Associations Incorporation Act 1981.

Present means:

(a) at a Management Committee meeting, or

(b) at a general meeting, see rule.

### 2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

## 2. Name and Area of Operation

The name of the incorporated Association is the Highfields Chamber of Commerce Incorporated ("the Association"). The general area of operation of the Association is within Highfields and the surrounding areas to the north of Toowoomba.

## 3. Objects

The Association is a not for profit organisation which is strictly non-party political.

The objects of the association are:

- 1) To facilitate opportunities for members to network, connect and develop mutually beneficial relationships.
- 2) To facilitate and support members' professional development and training which allows them to become more effective in their businesses.
- 3) To keep members informed on important matters affecting trade, commerce and industry.
- 4) To promote a collaborative relationship between the Association, it's members and local, state and federal government officials and elected members and relevant authorities, in order to advance the interest of the business community.
- 5) To advocate on behalf of members on matters likely to impact the business community.
- 6) Generally, to carry on, conduct, do or assist in all or any matters which the Management Committee may deem fit for the encouragement of trade and commerce, or the assistance of Members and the Association.

## 4. Powers

- 1) The Association has the powers of an individual and may do all such acts and things that it is permitted to do by law and which may be deemed reasonably necessary to the achievement of the objects specified in Clause 3.

## 5. By-laws

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

## 6. Alteration of rules

- 1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.



## 7. Common seal

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



## MEMBERSHIP ISSUES

### 8. Classes of Members

- 1) The membership of the Association is open to any person or organisation engaged in or connected with commerce, trade industry or business, who supports the development of business and supports the Objects of the Association.
- 2) The membership of the Association consists of the following classes of members:
  - a) Ordinary – Individual.  
Must be an individual that has an interest in, or be connected with, trade, commerce or industry within the area of operation of the Association.
  - b) Ordinary – Organisation  
Must be an organisation that has an interest in, or be connected with trade, commerce or industry within the area of operation of the Association. The organisation must nominate a single representative for purposes of voting at any meeting of members. Although more than one representative may be entitled to attend functions, each financial member will have only one (1) vote at any meeting of the members.
- 3) The number of ordinary members is unlimited.

### 9. New Membership

- 1) Every applicant for any class of membership of the Association shall complete an application for membership. Applications for membership will be in accordance with the form prescribed by the Management Committee from time to time and the same shall be signed by the candidate.
- 2) An application for membership must be:
  - a) in writing; and
  - b) in the form decided by the Management Committee.

### 10. Membership Fees

- 1) Every member shall pay an annual subscription that:
  - a) is the amount decided by a majority of the Management Committee in preparation for the new financial year; and
  - b) is payable when, and in the way, the Management Committee decides.

### 11. Admission and rejection of new members

- 1) The Management Committee must consider an application for membership at the next committee meeting held after it receives:
  - a) the application for membership; and
  - b) the appropriate membership fee for the application.
- 2) The Management Committee shall have the option of considering and deciding upon any application for any class of membership via email should they choose to. If elected, such application will be considered by the Management Committee via email of such from the Secretary.
- 3) If a majority of the members of the Management Committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.



- 4) The Secretary of the Association must, as soon as practicable after the Management Committee decide to accept or reject an application, give the applicant a written notice of the decision.

## 12. When membership ends

- 1) A member may resign from the Association by giving a written notice of resignation to the Secretary.
- 2) The resignation takes effect at:
  - a) the time the notice is received by the Secretary; or
  - b) if a later time is stated in the notice – the later time.
- 3) The Management Committee may terminate a member's membership if the member:
  - a) is convicted of an indictable offence; or
  - b) does not comply with any of the provisions of these rules; or
  - c) has membership fees in arrears for a period of at least six (6) months; or
  - d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- 4) Before the Management Committee terminates a member's membership, the Committee must give the member concerned a full and fair opportunity to show why the membership should not be terminated.
- 5) If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Management Committee must give the member a written notice of the decision.

## 13. Appeal against rejection or termination of membership

- 1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of the person's intention to appeal against the decision.
- 2) A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice of the decision.
- 3) If the Secretary receives a notice of intention to appeal, the Secretary must, within one (1) month after receiving the notice, call a general meeting to decide the appeal.

## 14. General meeting to decide appeal

- 1) The general meeting to decide an appeal must be held within three (3) months after the Secretary receives the notice of intention to appeal.
- 2) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 3) Also, the Management Committee and members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 5) If a person whose application for membership has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.



## 15. Register of members

- 1) The Management Committee must keep a Register of members of the Association.
- 2) The Register must include the following particulars for each member:
  - a) the full name of the member;
  - b) the postal or residential address of the member;
  - c) the date of admission as a member;
  - d) the date of death or time of resignation of the member;
  - e) details about the termination or reinstatement of membership;
  - f) any other particulars the Management Committee or the members at a general meeting decide.
- 3) The Register must be open for inspection by members of the Association at all reasonable times.
- 4) A member must contact the Secretary to arrange an inspection of the Register. However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the member's 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.

## 16. Prohibition on use of information on register of members

- 1) A member of the Association must not:
  - a) use information obtained from the Register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
  - b) disclose information obtained from the Register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 2) This rule 16), 1) does not apply if the use or disclosure of the information is approved by the Association or the member whose information is to be used or disclosed.





### 17. Appointment or Election of Secretary

- 1) The Secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is:
  - a) a member of the Association elected by the Association as Secretary; or
  - b) any of the following persons appointed by the Management Committee as Secretary:
    - i) a member of the Association's Management Committee;
    - ii) another member of the Association;
    - iii) another person.
- 2) If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the Association within one (1) month after the vacancy happens.

### 18. Removal of Secretary

- 1) The Management Committee of the Association may at any time remove a person appointed by the Committee as the Secretary, by a majority vote.
- 2) If the Management Committee removes a Secretary who is a person mentioned in rule 17 (1) b) (i), the person remains a member of the Management Committee.

### 19. Functions of Secretary

- 1) The Secretary's functions include, but are not limited to:
  - a) calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
  - b) keeping minutes of each meeting; and
  - c) keeping copies of all correspondence and other documents relating to the Association; and
  - d) maintaining the Register of members of the Association.



### 20. Membership of Management Committee

- 1) The Management Committee of the Association consists of a President, Secretary, Treasurer and not more than six other members of the Association, as elected by Association members at a general meeting.
- 2) A member of the Management Committee, other than a Secretary appointed by the Management Committee under rule 17 (1) b) (iii), must be a member of the Association.
- 3) At each annual general meeting of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
- 4) A member of the Management Committee may be elected to the same position for no more than two consecutive terms, unless confirmed by a majority of Association members at a general meeting.
- 5) A member of the Association may be appointed to a casual vacancy on the Management Committee under rule 23.

### 21. Electing the Management Committee

- 1) A member of the Management Committee may only be elected as follows:
  - a) any two (2) members of the Association may nominate another member (the candidate) to serve as a member of the Management Committee;
  - b) the nomination must be:
    - i) in writing; and
    - ii) signed by the candidate and the members who nominated him or her; and
    - iii) given to the Secretary at least 14 days before the Annual General Meeting at which the election is to be held;
  - c) each member of the Association present and eligible to vote at the Annual General Meeting may vote for one (1) candidate for each vacant position on the Management Committee.
- 2) A person may be a candidate only if the person:
  - a) is an adult; and
  - b) is not ineligible to be elected as a member under section 61A of the Act.
- 3) If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

### 22. Resignation, removal or vacation of office of management committee member

- 1) A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
- 2) The resignation takes effect at:
  - a) the time the notice is received by the Secretary; or
  - b) if a later time is stated in the notice, the later time.
- 1) A member may be removed from office if the member fails to attend three (3) consecutive meetings of the Management Committee
- 2) A member may be removed from office at a general meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.



- 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 member's 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.

### 23. Vacancies on management committee

- 1) If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next general meeting.
- 2) The continuing members of the Management Committee may act despite a casual vacancy on the management committee.
- 3) However, if the number of committee members is less than the number fixed under rule 26 (1) as a quorum of the Management Committee, the continuing members may act only to:
  - a) increase the number of Management Committee members to the number required for a quorum; or
  - b) call a general meeting of the association.

### 24. Functions of management committee

- 1) Subject to these rules or a resolution of the members of the Association carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.
- 2) The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note: The Act prevails if the Association rules are inconsistent with the Act – see section 1B of the Act.

- 3) The Management Committee may exercise the powers of the Association:
  - a) to borrow, raise or secure the payment of amounts in a way the members of the Association decide
  - b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
  - c) to purchase, redeem or pay off any securities issued; and
  - d) to borrow amounts from members and pay interest on the amounts borrowed; and
  - e) to mortgage or charge the whole or part of its property; and
  - f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
  - g) to provide and pay off any securities issued; and
  - h) to invest in a way the members of the Association may from time to time decide.
- 4) For subrule (3) (d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by:
  - 1) the financial institution for the Association; or



2) if there is more than 1 financial institution for the Association, the financial institution nominated by the Management Committee.

5) The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

## 25. Meetings of management committee

1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.

2) The Management Committee must meet at least once every four (4) months to exercise its functions.

3) The Management Committee must decide how a meeting is to be called.

4) Notice of a meeting is to be given in the way decided by the Management Committee.

5) The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

6) A committee member who participates in the meeting as mentioned in sub rule (5) is taken to be present at the meeting.

7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

8) A member of the Management Committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.

9) The President is to preside as Chairperson at a Management Committee meeting.

10) If there is no President, or if the President is not present within ten (10) minutes after the fixed time for a Management Committee meeting, the members may choose one (1) of their number to preside as Chairperson at the meeting.

## 26. Quorum for, and adjournment of, management committee meeting

1) At a Management Committee meeting, 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.

2) If there is no quorum within thirty (30) minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.

## 27. Special meeting of management committee

1) If the Secretary receives a written request signed by at least 33% of the members of the Management Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within fourteen (14) days after the Secretary receives the request.

2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

3) A request for a special meeting must state:

a) why the special meeting is called; and

b) the business to be conducted at the meeting.



- 4) A notice of a special meeting must state:
  - a) the day, time and place of the meeting; and
  - b) the business to be conducted at the meeting.
- 5) A special meeting of the Management Committee must be held within fourteen (14) days after notice of the meeting is given to the members of the Management Committee.

## 28. Minutes of management committee meetings

- 1) 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.
- 2) 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.

## 29. Appointment of subcommittees

- 1) The Management Committee may appoint a subcommittee consisting of members of the Association considered appropriate by the Committee to help with the conduct of the Association's operations.
- 2) A subcommittee may elect a Chairperson of its meetings.
- 3) If a Chairperson is not elected, or if the Chairperson is not present within ten (10) minutes after the time fixed for a meeting, the members present may choose one (1) of their number to be Chairperson of the meeting.
- 4) A subcommittee may meet and adjourn as it considers appropriate.
- 5) 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.

## 30. Resolutions of management committee without meeting

- 1) Between meetings of the Management Committee, any member of the committee may propose a resolution by written communication electronically to other members of the committee who may agree to the resolution by sending a reply to that effect.
- 2) A resolution is passed when the last Management Committee member signs or otherwise agrees to the resolution in the manner set out in rule 1) above.
- 3) A resolution mentioned in rule 1) above may consist of several documents in like form, each signed by one (1) or more members of the committee.



## ANNUAL GENERAL MEETINGS

### 31. Annual general meetings

Each annual general meeting must be held:

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

### 32. Business to be conducted at annual general meeting

- 1) This rule applies only if the Association is a Level 3 incorporated association to which section 59B of the Act applies (see Note 1 below).
- 2) The following business must be conducted at each annual general meeting of the Association:
  - a) receiving the association's financial statement, and signed statement (see Note 2 below), for the last reportable financial year;
  - b) presenting the financial statement and signed statement to the meeting for adoption;
  - c) electing members of the Management Committee.

Note 1: For the purposes of financial reporting, an incorporated association may be classed as a level 1, level 2 or level 3 association, depending on its current assets and total revenue, under the Act. The three levels of associations have different financial reporting requirements. A Level 3 association has current assets of less than \$20,000 and total revenue of less than \$20,000. Above these thresholds, Level 2 and Level 1 association financial reporting rules apply, requiring an auditor or certified accountant to verify the financial statements.

Note 2: The president or treasurer must verify the financial statements. The verification statement must state "The association keeps financial records in a way which properly records the association's income and expenditure and dealings with its assets and liabilities".



## GENERAL MEETINGS

### 33. Notice of general meeting

- 1) The Secretary may call a general meeting of the Association.
- 2) The Secretary must give at least fourteen (14) days' notice of the meeting to each member of the Association.
- 3) If the Secretary is unable or unwilling to call the meeting, the President must call the meeting.
- 4) The Management Committee may decide the way in which the notice must be given.
- 5) However, notice of the following meetings must be given in writing:
  - a) a meeting called to hear and decide the appeal of a person against the Management Committee's decision:
    - i) to reject the person's application for membership of the Association; or
    - ii) to terminate the person's membership of the Association;
  - b) a meeting called to hear and decide a proposed special resolution of the Association.
- 6) A notice of a general meeting must state the business to be conducted at the meeting.

### 34. Quorum for, and adjournment of, general meeting

- 1) The quorum for a general meeting is at least the number of members elected or appointed to the Management Committee at the close of the Association's last general meeting plus one (1).
- 2) However, if all members of the Association are members of the Management Committee, the quorum is the total number of members less one (1).
- 3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 4) If there is no quorum within thirty (30) minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- 5) If there is no quorum within thirty (30) minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Association:
  - a) the meeting is to be adjourned for at least seven (7) days; and
  - b) the Management Committee is to decide the day, time and place of the adjourned meeting.
- 6) The Chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 7) If a meeting is adjourned under sub rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 8) The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least thirty (30) days.
- 9) If a meeting is adjourned for at least thirty (30) days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.



### 35. Procedure at general meeting

- 1) A member may take part and vote in a general meeting in person, by proxy (refer to Appendix 1 for form of the proxy), by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 2) A member who participates in a meeting as mentioned in sub rule (1) is taken to be present at the meeting.
- 3) At each general meeting:
  - a) the President is to preside as Chairperson; and
  - b) if there is no President or if the President is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the members present must elect one (1) of their number to be Chairperson of the meeting; and
  - c) the Chairperson must conduct the meeting in a proper and orderly way.

### 36. Voting at general meeting

- 1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- 2) Each member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote.
- 3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 4) The method of voting is to be decided by the Management Committee.
- 5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 6) If a secret ballot is held, the Chairperson must appoint two (2) members to conduct the secret ballot in the way the Chairperson decides.
- 7) The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

### 37. Special general meeting

- 1) The Secretary must call a special general meeting by giving each member of the Association notice of the meeting within fourteen (14) days after:
  - a) being directed to call the meeting by the Management Committee; or
  - b) being given a written request signed by:
    - i) at least 33% of the number of members of the Management Committee when the request is signed; or
    - ii) at least the number of ordinary members of the Association equal to double the number of members of the Association on the Management Committee when the request is signed plus 1; or
  - c) being given a written notice of an intention to appeal against the decision of the Management Committee:
    - i) to reject an application for membership; or
    - ii) to terminate a person's membership.
- 2) A request mentioned in rule (1) (b) must state:





- a) why the special general meeting is being called; and
  - b) the business to be conducted at the meeting.
- 3) A special general meeting must be held within three (3) months after the Secretary:
- a) is directed to call the meeting by the Management Committee; or
  - b) is given the written request mentioned in rule (1) (b) or;
  - c) is given the written notice of an intention to appeal mentioned in rule (1) (c).
- 4) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

### 38. Minutes of general meetings

- 1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- 2) To ensure the accuracy of the minutes:
  - a) the minutes of each general meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next general meeting, verifying their accuracy; and
  - b) the minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Association that is a general meeting or Annual General Meeting, verifying their accuracy.
- 3) If asked by a member of the Association, the Secretary must, within 28 days after the request is made:
  - a) make the 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.
- 4) The Association may require the member to pay the reasonable costs of providing copies of the minutes.



## FINANCIAL MATTERS

### 39. Funds and accounts

- 1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
- 2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 4) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- 5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any two (2) of the following:
  - a) the President;
  - b) the Secretary;
  - c) the Treasurer
  - d) or any other member authorised from time to time by the Management Committee.
- 6) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 7) A petty cash account, if kept, must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- 8) All expenditure must be approved or ratified at a Management Committee meeting.

### 40. General financial matters

- 1) 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.
- 4) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers and no portion thereof shall be distributed directly or indirectly to members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Chamber.

### 41. Financial year

The end date of the Association's financial year is 30 June in each year.

### 42. Distribution of surplus assets to another entity

- 1) This rule applies if the Association:
  - a) is wound-up under part 10 of the Act; and
  - b) has surplus assets.
- 2) The surplus assets must not be distributed among the members of the Association.
- 3) The surplus assets must be given to another entity:



- a) having objects similar to the Association's objects; and
  - b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- 4) In this rule - surplus assets, see section 92(3) of the Act.



APPENDIX 1 – FORM OF PROXY

- 1) The instrument appointing a proxy must:
  - a) if the appointor is an individual, be signed by the appointor or the appointor's attorney properly authorised in writing; or
  - b) if the appointor is a corporation:
    - i) be under seal or;
    - ii) be signed by a properly authorised officer or attorney of the corporation.
- 2) A proxy may be a member of the Association or another person.
- 3) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 4) Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

An instrument appointing a proxy must be in writing and be in the following or similar form:

Highfields Chamber of Commerce Inc.:

I, ..... (name) of ..... , being a member of the Association, appoint ..... of ..... as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the ..... day of ....., 20 .....and at any adjournment of the meeting.

Signed this ..... day of ....., 20.....

Signature .....

This form is to be used \*in favour of/\*against [strike out whichever is not wanted] the following resolution [List relevant resolutions] —

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