

CALISTHENIC ASSOCIATION OF QUEENSLAND INCORPORATED

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1.0 NAME

- 1.01 The name of the Incorporated Association shall be CALISTHENIC ASSOCIATION OF QUEENSLAND INCORPORATED in these rules called the Association.

2.0 OBJECTS

The objects for which the Association is established are:-

- 2.01 To encourage, develop, promote and control the sport of calisthenics throughout the State of Queensland.
- 2.02 To promote participation by individuals and teams for calisthenics competitors and championships at the levels including local, district, state and national.
- 2.03 To develop, manage and control the sport of calisthenics in Queensland in accordance with and having regard to this Constitution and associated Rules and By-laws and to the Constitution, Rules and Regulations at the Australian Calisthenics Federation Incorporated.
- 2.04 To promote calisthenics throughout Queensland.
- 2.05 To coordinate, assist and facilitate state competitions annually.
- 2.06 Subject to this constitution, to adopt the General Competition Rules of the Australian Calisthenics Federation Incorporated and where necessary and expedient, to adapt, amend or revise such rules to suit conditions in Queensland.
- 2.07 To promote and arrange functions, activities and (subject to the law relating thereto) raffles, lotteries, sweepstakes, for the raising of funds for the abovementioned purposes.
- 2.08 To encourage the formation of calisthenics, clubs, classes and colleges throughout the state of Queensland.
- 2.09 To conduct meetings, seminars and classes to help members develop calisthenic knowledge.
- 2.10 To associate and affiliate with the Australian Calisthenic Federation.

3.00 POWERS

The powers of the Association shall be:-

- 3.01 To subscribe to, become a member of and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to the extent as that imposed on the Association under or by venture of rule 27(10).
- 3.02 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 of persons frequenting the Association's premises.
- 3.03 To purchase, take on lease or in exchange, hire or otherwise acquire any lands, buildings, easements or property, real estate and personnel and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of Association; provided that in case the Association shall take hold any

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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.

- 3.04 To enter into any arrangements with Governments or Authorities 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.
- 3.05 To appoint, employ, remove or suspend such managers, clerks, secretaries, workmen and other persons as may be necessary or convenient for the purpose of the Association.
- 3.06 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 Association, or in or about the Association or promotion of the Association or in the furtherance of its objects.
- 3.07 To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds works or conveniences which may seem directly or indirectly to advance the Association's interests and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, development, working, management, carrying-out, alteration or control thereof.
- 3.08 To invest and deal with the money of the Association not immediately required in such a manner as from time to time be thought fit.
- 3.09 To take, or otherwise acquire and hold shares, debentures or other securities of any company or body corporate.
- 3.10 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.
- 3.11 To borrow or raise money either alone or jointly with any other person or legal entity in such a manner as thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys or 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 Association's property or assets present or future and to purchase, redeem or pay-off any such securities.
- 3.12 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- 3.13 In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property or rights of the Association.
- 3.14 To hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
- 3.15 To take any gift of property whether subject to any special trust or not, for any more of the objects of the Association but subject always to the proviso in the sub-rule 3.04.

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- 3.16 To take such steps by personal or written appeals, public meetings or otherwise, as 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.
- 3.17 To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- 3.18 In furtherance of the objects of the Association to amalgamate with any one or more associations having objects altogether or in part similar to those of an Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28(10).
- 3.19 In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the associations with which the Association is authorised to amalgamate.
- 3.20 In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the associations with which the Association is authorised to amalgamate.
- 3.21 To make donations for patriotic, charitable or community purposes.
- 3.22 To do all such other things as are incidental or conducive to the attainment of the objects and exercise of the powers of the Association.

4.0 CLASS OF MEMBERS

- 4.01 The membership of the Association shall consist of ORDINARY Members and any of the following classes of members:-
LIFE Members
HONORARY Members
PERSONAL Members
PARTICIPATING Members
- 4.02 The number of members of all classes shall be unlimited.
- 4.03 ORDINARY Members shall be clubs, classes or colleges of calisthenics or the Queensland branch of the Adjudicators Association and Queensland Calisthenic Coaching Council.
- 4.04 LIFE Membership is any person who has completed a minimum of 10 years of service either continuous or broken service as:-
1. A member of management Committee
 2. A member of Executive Council
 3. A participating member of the Queensland Team
 4. An official of Queensland State Teams including coaches, Assistant Coaches Officials, Chaperones and Managers.
 5. Any combination of the above and have by their conduct proved to be a worthy contributor to the objects of the Association throughout the full period of ten (10) years service, shall become eligible to be nominated to the Life Membership of the Association.
- 4.05 Nominations for Life Membership must be put forward by the Management Committee for consideration at the Annual General Meeting.
- 4.06 The Management Committee shall cause a written summary on the services of each nominee for Life Membership to be attached to and circulated with the Agenda for the

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Annual General Meeting to the clubs and those members who are entitled to vote at such Annual General Meetings.

4.07 Life Members of the Association may be elected only at the Annual General Meeting of the Association, after a vote carried by a majority of at least three-quarters of those present and entitled to vote at the General Meeting of Association.

4.08 Life Members shall have free admission to any function organised by the Association where such free admission is approved by the Management Committee and shall not be required to pay any subscriptions or levies.

4.09 Life Members shall be entitled to attend any Annual General Meeting and Special General Meeting of the Association and contribute and express opinions and shall not have voting rights at any such Annual General Meeting and Special Meeting of the Association and will not be included in any calculation of a quorum.

4.10 HONORARY Membership is open to anyone nominated by two members and approved of by a quorum of members. Honorary Members do not have voting rights at meetings, nor may they take positions on the Management Committee. Honorary Membership is for a maximum period of six months.

4.11 PERSONAL Members shall be any person interested in calisthenics nominated by a Personal Member and seconded by another Personal Member. Personal Members may not vote at Association General Meetings.

4.12 PARTICIPATING Members shall be a member of any club, class or college of calisthenics who is wholly or partly engaged as a Participating Member and who has paid the membership fee as determined under this constitution.

5.00 DELEGATES

5.01 All Ordinary Members shall be eligible to have two delegates to the Association.

5.02 Delegates names, addresses and phone numbers shall be advised to the Secretary of the Association in writing prior to the end of February of each year.

5.03 Delegates shall act as a representative of Ordinary Members for one year unless the Secretary of the Association is advised otherwise by the principal coach of the club, class or college of calisthenics who is an Association Member.

5.04 Delegates may be changed by advising the Secretary of the Association in writing of the name, address and phone number of the new delegate. A change of delegate shall be effective upon receipt by the Secretary of the details of the new delegate.

6.00 MEMBERSHIP

6.01 Every applicant for any class of membership of the Association shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconded and shall be in such form as the Management committee from time to time prescribes.

6.02 The admission to and continuation of membership is conditional upon and subject to payment by the member of prescribed subscription, fees, levies or monies as may be due from time to time.

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- 6.03 A Participating Member can be registered as a member of only one club, class or college at a time.
- 6.04 All Ordinary Members shall provide the Association Secretary in writing the details of all persons occupying executive positions and of their principal coach. Such notification shall be forwarded to the Secretary by no later than the end of February of each year.
- 6.05 The acceptance of membership to the Association shall bind each class of membership to abide by the constitution and such rules and By-laws as may from time to time be in force and to accept and give effect to decisions of the Association.

7.00 TRANSFER OF MEMBERS

- 7.01 All Participating and Personal Members have the right to transfer from one club to another and in the case of Participating Members such transfer shall be subject to Clauses 7.02 and 7.04 hereof.
- 7.02 All transfers of Participating Members from one club to another shall be approved by the Association subject to receipt of an application to transfer on the prescribed form set out on the prescribed form and subject to sub-clause 7.04.
- 7.03 The Secretary shall make in the Register of Members an entry recording the transfer of any Participating Member together with the date thereof and the date a member ceases to be a member.
- 7.04 No Participating Member will be permitted to transfer to another club unless all arrears of subscriptions, fees, levies, costume accounts and any other payments due to the original club have been paid in full. In the event of a dispute the member has a Right of Appeal to the Association as provided under Clause 30 of this Constitution.

8.00 DISCIPLINE OF MEMBERS

- 8.01 The Executive Council shall have the responsibility for discipline of any club or any member and may take such action as it deems fit in relation to any such club or member determined by the Executive Council after due consideration and investigation, to have breached this constitution or the rules and/or By-laws of the Association or to have engaged in such other behaviour that contravenes the best interests of the Association. In the event of a dispute the club or member may exercise a Right of Appeal to the Association as provided under clause 30 of this Constitution.

9.00 MEMBERSHIP FEES

- 9.01 The membership fees for each class of membership shall be such sum as the members from time to time at any General Meeting so determine.
- 9.02 The membership fees for each class of membership shall be payable at such time and in such manner as the Management committee shall from time to time determine.

10.00 ADMISSION AND REJECTION OF MEMBERS

- 10.01 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

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the Management Committee, who shall thereupon determine the admission or rejection of the applicant.

10.02 The nominating member's recommendation is to be presented to the Management Committee prior to a decision being made by the Management Committee on the application.

10.03 Any applicant who receives a majority of votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted to the class of membership applied for.

10.04 Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

11.00 TERMINATION OF MEMBERSHIP

11.01 A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect from 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.

11.02 If a member:

1. is convicted of an indictable offence;
2. fails to comply with any of the provisions of these rules;
3. has membership fees in arrears of three (3) months or more;
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.

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

12.00 APPEAL TERMINATION OF MEMBERSHIP

12.01 A club, class or college of calisthenics or a person whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice to appeal against the decision of the Management Committee.

12.02 Upon receipt of a notification to appeal against termination of membership the Secretary shall convene, within two months of the date of receipt by him of such a notice, a General Meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully represent his case and the Management committee or those members thereof who terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

12.03 No person who has an appeal against termination pending shall be able to participate in any Association activities from the time of the management Committee's termination of his membership.

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13.00 REGISTER OF MEMBER

- 13.01 The Management Committee shall cause a "REGISTER" to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- 13.02 Particulars shall also be entered into the register of deaths, resignations, terminations, and re-instatements of membership and any further particulars as the management Committee or the members at any General meeting may require from time to time.
- 13.03 The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

14.00 MEMBERSHIP OF THE MANAGEMENT COMMITTEE

- 14.01 The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, all of whom shall be members of the Association, and such number of other members as the Association at any General Meeting may from time to time elect or appoint.
- 14.02 At the Annual General Meeting of the Association, members of management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- 14.03 The election of officers and other members of the Management Committee shall take place in the following manner:-
1. Any member of the Association shall be at liberty to nominate any other member to serve as an officer of the Management Committee, except that no club, class or college shall have more than two persons who are associated with it on the Management Committee at any one time.
 2. The nomination shall be in writing and signed by the member, and his proposer and seconder. It shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
 3. A list of the candidates' names in alphabetical order, with the proposer's and seconder's names shall be printed and forwarded to Personal Members seven (7) days prior to the AGM.
 4. Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each Ordinary Member present at the Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
 5. Should at the commencement of such meeting there be an insufficient number of candidates nominated, nominations shall be taken from the floor of the meeting. If there are no nominations for the vacant positions the nominations shall be called for prior to the next General Meeting. Such nominations should be lodged with the Secretary fourteen (14) days prior to the next General Meeting
- 14.04 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 Ordinary Members present at such a General Meeting.

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15.00 DUTIES AND POWERS OF THE EXECUTIVE MEMBERS

15.01 PRESIDENT

The President shall preside at all Meetings of the management Committee, Executive Council, Annual General Meeting and Special General Meeting and shall exercise the usual functions of the Chairperson of a Meeting.

15.02 VICE-PRESIDENT

The Vice-President will accept the role of the President in the absence of the president and in the event the President is unable to preside at a meeting the Vice-President will assume the role.

15.03 SECRETARY

The Secretary shall:-

1. Conduct the correspondence of the Association.
2. Have custody of all non financial books and documents of the Association.
3. Be responsible for the compilation of all non financial records of the Association.
4. Keep minutes of the resolution and proceedings of each Annual General Meeting, Special General Meeting, Management Committee and Executive Meeting of the Association in books provided for that purpose together with a record of the names of the persons present at the management Committee and Executive Meeting.
5. Give notice of all meetings, hearings or other matters as required or directed.
6. Carry out all lawful instructions or directions of the Association and Management Committee.
7. Keep a register of club, classes and colleges and members of the Association showing the name and address of each club, class or college and members.
8. On any amendment of the Constitution shall within one month after making the amendment register it with the Department of Emergency Services Brisbane.
9. Be the Public Officer of the Association and as such sign all official documents as authorised or required and do all things required by Statute.

15.04 TREASURER

1. The funds of the Association shall be derived from entrance fees, annual subscriptions, donations and such other sources as the Executive and Management Committee determines.
2. Open a bank account or bank accounts at such Bank as the Management Committee may from time to time determine and all financial transactions on account of the Association shall be conducted through this account.
3. Accept, receive and deposit all monies due to the Association and shall pay the same to the credit of the Association into such accounts as the management Committee shall from time to time direct.
4. Be responsible for the accuracy of the accounts and books showing the financial affairs of the Association with full details of all receipts and expenditure connected with the activities of the Association.
5. Be responsible for the approval of all financial transactions and no monies shall be drawn from the Association's account or accounts except by cheque signed by any two of the signatories to the Association's account or accounts. The signatories shall be any two from the President, Vice-President, Secretary or Treasurer.
6. Prepare a financial summary in a form acceptable to the management Committee to be presented at each Management and Executive Meetings.
7. Prepare the annual statement of account and balance sheet of the Association to be laid before the Management Committee prior to the Annual General Meeting.

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8. Present the Audited Financial Report at the Annual General Meeting and make the same available for inspection by the clubs and members at all times prior to the Annual General Meeting.
9. Prepare a forecasted annual budget of income and expenditure of the Association and present it to the Executive Council Meeting prior to the end of the financial year for comment. Such budget should refer to the fees that may be charged to members of the Association.
10. Submit the budget to the General Meeting proceeding the Annual General Meeting. Any increases in fees are to be approved at such General Meeting
11. Generally perform all such duties as are directed by the management Committee from time to time.

16.00 VACANCIES ON THE MANAGEMENT COMMITTEE

- 16.01 The management Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next General Meeting.
- 16.02 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 number of members may act for the purpose of increasing the number of members on the Management Committee to that number, or, of summoning a General Meeting of the Association.

17.00 FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 17.01 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:-
1. shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 2. shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.
- 17.02 The Management Committee may exercise all the powers of the Association:-
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 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;
 2. 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 or 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;
 3. to invest in any such manner as the members of the Association may from time to time determine.

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18.00 MEETINGS OF THE MANAGEMENT COMMITTEE

- 18.01 The Management Committee shall meet when deemed necessary to exercise its functions.
- 18.02 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.
- 18.03 At every Meeting of the Management Committee three (3) members shall constitute a quorum.
- 18.04 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 the majority of votes, and, in the case of equality of votes the question shall be deemed to be decided in the negative.
- 18.05 A member of the Management Committee shall not vote in respect of any contract or proposed contract in which he/she is interested, or any matter arising thereout, and if he/she does so vote his vote shall not be counted.
- 18.06 Not less than fourteen (14) days notice shall be given by the Secretary to members of the Management Committee of any Special Meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- 18.07 The President shall preside as Chairperson at every Meeting of the Management Committee, or if there is no President, or at any meeting he/she is not present within ten (10) minutes after the appointed time for holding the meeting, the Vice-President shall preside, or if the Vice-President is not present at the meeting then members may choose one (1) of their number to be Chairperson of the Meeting.
- 18.08 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 time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall lapse.
- 18.09 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.

19.00 EXECUTIVE COUNCIL

- 19.01 The Executive Council Committee shall consist of President, Vice-President, Secretary, Treasurer of the Management Committee together with one (10) delegate nominated from each member club, QCCC and QAAB, clubs represented by the Vice-President and Treasurer are not entitled to an additional delegate.
- 19.02 The members of the Management Committee and nominated delegates must be financial members of the member club they represent to take up their respective positions on the Executive Council.

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20.00 FUNCTIONS OF EXECUTIVE COUNCIL

20.01 Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any *General Meeting*, the Executive Council shall have the authority to approve and ratify the functions of the Management Committee.

21.00 MEETINGS OF EXECUTIVE COUNCIL

21.01 The Executive Council shall meet every two (2) months to exercise its functions.

21.02 A Special Meeting of the Executive Council 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.

21.03 At every Meeting of the Executive Council a 50 per centum of the current Executive Council shall constitute a quorum.

21.04 Subject as previously provided in this rule, the Executive Council may meet together and regulate its proceedings as it thinks fit, provided that questions arising at any Meeting of the Executive Council 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.

21.05 A member of the Executive Council Committee shall not vote in respect of any contract or proposed contract in which he/she is interested, or any matter arising thereout, and if he/she does so vote his vote shall not be counted.

21.06 Not less than fourteen days notice shall be given by the Secretary to members of the Management committee of any Special Meeting of the Executive Council. Such notice shall clearly state the nature of the business to be discussed thereat.

21.07 The President shall preside as chairperson at every meeting of the Executive Council, or if there is no President, or if at any meeting he/she is not present within ten (10) minutes after the time appointed for holding the meeting, the Vice-President shall preside, or if the Vice-President is not present at the meeting then members may choose one (1) of their number to be Chairperson of the Meeting.

21.08 If within half an hour from the time appointed for the commencement of an Executive Council Meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive Council, 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 time and place as the Executive Council may determine, and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the meeting shall lapse.

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

22.00 SUB-COMMITTEES

22.01 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 its powers so delegated conform to any

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regulations that may be imposed on it by the management Committee. All recommendations from any Sub-Committee must be approved/ratified by a General Meeting of the Executive.

22.02 A sub-Committee may elect a Chairperson of its Meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present within ten minutes after the time appointed for the meeting, members present may choose one of their number to be Chairperson for the Meeting.

22.03 A Sub-Committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of the members present and, in the case of equality votes, the question shall be deemed to be decided in the negative.

22.04 The Coach's Sub-Committee Meeting shall be open to current calisthenic coaches who are members of the Association and registered with the Association as coaches. The coaches may invite anyone deemed by them to be of assistance to the meeting to attend. This invitation is to be issued by the Association Secretary. The notification for invitation is to be forwarded to the Secretary in writing one (1) month prior to the Coaches Meeting.

23.00 ANNUAL GENERAL OR GENERAL MEETING

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

23.02 The Annual General Meeting shall be held within three (3) months of the close of the financial year.

23.03 The business to be transacted at every Annual General Meeting shall be:-

1. The receiving of the management committee's Report and statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association from the preceding year.
2. The receiving of the Auditors Report upon the books and accounts for the preceding financial year.
3. The election of members of the Management committee.
4. The appointment of an Auditor.

23.04 The Secretary shall convene a Special General Meeting:

1. when directed to so by the Management Committee
2. on the requisition in writing signed by not less than one third of the members on the Management Committee or not less than the number of members of the Association which equals twice the number of members on the Management Committee plus one. Such a requisition shall clearly state the reasons why such a General Meeting is being convened and the nature of business to be transacted thereat.
3. On being given notice in writing of an intention to appeal against a decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

23.05 At any General Meeting the number of delegates required to constitute a quorum shall be 75 per centum.

23.06 No business shall be transacted at the General Meeting unless a quorum of delegates is present at the time when the meeting proceeds to business. For the purposes of this rule "delegate" includes a person attending as a proxy.

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- 23.07 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 of 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 as the Management Committee may determine and if at the appointed time of the meeting the members present shall be a quorum.
- 23.08 The Chairperson may, with the consent of any meeting at which a quorum is present (and 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 adjournment took place. When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in case of an original meeting. Save as the aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 23.09 The Secretary shall convene all *General Meetings* of the Association by giving not less than fourteen (14) days notice of any such meeting to the members of the Association.
- 23.10 The manner by which such notice shall be determined by the Management Committee; provided that the 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.
- 24.00 UNLESS OTHERWISE PROVIDED BY THESE RULES, AT EVERY GENERAL MEETING**
- 24.01 The President shall preside as Chairperson, or if the President is not present within fifteen (15) minutes after the time appointed for the meeting the Vice-President shall be chairperson or if the Vice-President is not present the delegates shall elect one (1) of their number to be the chairperson of the Meeting.
- 24.02 The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
- 24.03 Every question, matter or resolution shall be decided by a simple majority of votes of the delegates present.
- 24.04 Every delegate present shall be entitled to one (1) vote and in the case of an equality of votes the chairperson 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.
- 24.05 Voting shall be by a show of hands or a division of members, unless a secret ballot is requested. The Chairperson shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- 24.06 A delegate may vote in person or by proxy or by attorney and on a show of hands every person present who is a delegate or a representative of a delegate shall have one (1) vote and in a secret ballot every delegate present in person or by proxy or by attorney or other duly authorised representative shall have one (1) vote.

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- 24.07 The instrument appointing a proxy shall be in writing in the common or usual form under the hand of the appointor or of attorney duly authorised in person or by proxy or by attorney or other duly authorised representative shall have one (1) vote.
- 24.08 The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 24.09 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 for any financial member who previously applies to the Secretary for that inspection. For the purpose 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 meeting succeeding management 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 or Annual General Meeting.
- 25.0 NOMINATION AND VOTING PROCEDURES FOR THE ELECTION OF MEMBERS OF THE MANAGEMENT COMMITTEE**
- 25.01 The members of the Management Committee shall be elected at an Annual General Meeting of the Association and shall hold office for a period of two (2) years or such lesser terms as may be required as a result at resignation or early termination by a member of the Management Committee.
- 25.02 The President and Secretary shall be elected in alternative years to the Vice-President and Treasurer.
- 25.03 The members of the Management Committee must stand down at the end of their respective terms, however, they may be re-nominated for a further two (2) year term. At the conclusion of two (2) consecutive terms a member of the Management Committee is to stand down, however, this does not preclude them from nominating for other positions on the Management Committee.
- 25.04 Nominations for members of the management Committee shall be in writing on the prescribed form, available from the Secretary of the Association.
- 25.05 Members of the Management Committee are to be nominated by one (1) Personal Member and seconded by another Personal Member and then the nomination form is to be forwarded to the person being nominated for acceptance, who is to then forward the nomination to the Secretary.
- 25.06 A nomination form that is not correctly compiled will be declared invalid.
- 25.07 The candidate and nominators are to be financial members of the Association.
- 25.08 All nominations are to be received by the Secretary of the Association by last mail on the 1st day of November each year.
- 25.09 The Secretary shall forward a list of nominations onto all Personal Members of the Association within fourteen (14) days after the close of nominations.
- 25.10 Elections for members of the management Committee shall take place during the Annual General Meeting of each year. If there is only one nomination for each vacant position then the person nominated shall be declared the winner and duly elected.

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- 25.11** If there are more than one (1) nomination for the vacant positions then the financial members aged eighteen (18) and over shall cast their votes through a secret ballot.
- 25.12** The votes shall be counted and the candidate receiving the greatest number of votes shall be declared the winner and duly elected.
- 25.13** If at the conclusion of the count:
1. There is an equality of votes for the position of President the current Vice-President shall have the second or casting vote.
 2. There is an equality of votes for the candidates in the election of the Secretary, Treasurer or Vice-President the President of the Association shall have the second or casting vote.
- 25.14** If there are no nominations for any vacant positions on the Management Committee at the time of nominations closing, the President of the Association, or Chairperson, at the Annual General Meeting shall call for any nominations from the floor. Should there be no nominations the position shall remain vacant until the next General Meeting. The Management Committee has the authority to temporarily fill any vacant position during this period.
- 26.00 BY-LAWS**
- 26.01** The Management Committee may from time to time make, amend or repeal Belays, not inconsistent with these rules, for the internal management of the Association and any Belay may be set aside by a General Meeting of members.
- 27.00 ALTERATION OF RULES**
- 27.01** Subject to the provisions of the Associations Incorporation Act 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting, provided that no amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the director General, Department of Emergency Services, Brisbane.
- 28.00 CORRESPONDENCE**
- 28.01** All outgoing correspondence is to be on the Association's official letterhead paper and signed by the member who is appointed or elected Secretary at the time.
- 29.00 FUNDS AND ACCOUNTS**
- 29.01** 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.
- 29.02** 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.
- 29.03** All monies shall be banked as soon as practicable after the receipt thereof.
- 29.04** All amounts of \$20.00 or over shall be paid by cheque signed by any two (2) of the President, Secretary, Treasurer or other member authorised from time to time by the Management committee.

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- 29.05 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recouplements which must be open.
- 29.06 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 29.07 All expenditure shall be approved or ratified at a Management Committee Meeting.
- 29.08 As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:
1. the income and expenditure for the financial year just ended.
 2. The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 29.09 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.
- 29.10 The income and property of the Association whencesoever derived shall be used and applied solely in the promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the Association or otherwise owing by the Association to him or the remuneration to any officers or servants of the Association or to any member of the Association or other person in return for services actually rendered to the Association provided further that nothing herein contained shall be constructed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper rent for premises demised or let to the Association.
- 30.00 RIGHT OF APPEAL TO ASSOCIATION**
- 30.01 There shall be a right of appeal to the Association by any person, body or club, participating member, or member of the Management Committee aggrieved by any decision or action of the Management Committee or of any member:
1. In relation to the grant or proposed grant to any person, body or club of membership of such member or of the revocation of any such grant.
 2. In relation to the conduct of any aspect of the sport of Calisthenics.
 3. In relation to any dispute concerning the interpretation of this Constitution or any rules or Bylaws herein.
 4. In relation to any disciplinary action imposed on a member of the Association.
- 30.02 Such appeal shall be commenced by lodging a notice thereof addressed to the Secretary of the Association not more than fifteen (15) calendar days after the decision which is the subject of the appeal.
- 30.03 Forthwith upon receiving such notice the Secretary shall cause the same to be served on the parties concerned, in the first instance the Management Committee.
- 30.04 The Management Committee shall appoint a suitably qualified person or persons to hear any appeal instituted, hereafter called the Tribunal.
- 30.05 The Tribunal shall hear and determine the appeal and in so doing:
1. shall not be bound by the rules of evidence.
 2. May inform itself in such manner as it thinks fit.

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3. Shall act according to equity, good conscience and substantial merits of the case.
4. May affirm, quash, or vary the decision appealed against in such a manner as it shall think fit.
5. Provide proof of any matter that shall be determined on the balance of probability.
6. Shall publish reasons for its decision.

30.06 All parties participating in the appeal process and associated Tribunal hearings must agree to bear they're own costs and expenses incurred in this process.

30.07 The management Committee may take rules in relation to the conduct of any appeals herein and in so doing shall have regard to the principles of the natural justice.

30.08 There shall be a right of appeal to the Association against any decision of the Tribunal. No such appeal shall be sustained if it is not instituted within fifteen (15) calendar days of the publication of the reasons for the Tribunal decision pursuant to sub-clause 30.5 hereof.

31.00 DOCUMENTS

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

32.00 FINANCIAL YEAR

32.01 The financial year of the Association shall close on the thirtieth (30) day of November in each year.

33.00 DISTRIBUTION OF SURPLUS ASSETS

33.01 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 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 the rule 27(10), such institution or institutions to be determined by the members of the Association.

34.00 COMMON SEAL

34.01 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.

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35.00 AUDITOR

- 35.01 An Auditor of the Association shall be appointed at the Annual General Meeting of the Association in each year.
- 35.02 The Auditor shall be either a registered company auditor, a member of the Australian Society of Certified Practising Accountants, a member of the Institute of Chartered Accountants in Australia or such other person who may be approved by the Corporate Affairs Commission as an Auditor of the Accounts of the Association.
- 35.03 The Auditor shall not be a member of the Executive Council or Management Committee.
- 35.04 The Auditor shall not hold office within the Association until the next Annual General Meeting.
- 35.05 The Auditor shall in each year examine the financial Report submitted by the Treasurer together with the financial books and records maintained by the Treasurer and shall report on the correctness or otherwise thereof.
- 35.06 The Auditor shall make a report to members upon the Financial Report to be submitted to the Annual General Meeting and in every such report shall state whether in their opinion they are properly drawn up so as to exhibit a true and correct view of the Association's financial affairs.
- 35.07 If the Auditor is unable to make a report referred to in sub-clause 35.06 hereof they shall advise the Annual General Meeting of the reason for this inability.
- 35.08 Upon retirement of the Treasurer the Auditor shall examine the Financial Report submitted by the newly appointed Treasurer together with the financial books and records by the Treasurer and shall report on the correctness or the otherwise thereof to the Management Committee.
- 35.09 The Auditor shall:
1. Have access to all reasonable times to the accounting and other records of the Association.
 2. Be entitled to require from any officer of the Association such information and explanation for the purposes of the audit as is necessary.
 3. Furnish such records as required by the provisions of the Association Incorporation Act 1985, as amended from time to time.
 4. Be entitled to such reasonable fees and expenses as are approved by the Committee of Management.
- 35.10 If at any Election for Auditor there is an equality of votes it shall be decided by lot which of the nominees having an equal number of votes shall be Auditor.