



Rules

for

Australian Sign Language Interpreters Association Queensland (ASLIAQ)

Adopted 31 October 2015

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1. Interpretation

(A) In these rules—

Act means the *Associations Incorporation Act 1981*.

ASLIA (National) means the Australian Sign Language Interpreters Association that is managed at a national level

present

- (a) at a management committee meeting, see rule 24(F); or
- (b) at a general meeting, see rule 37(B); and
- (c) by proxy in accordance with rule 39.

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

(C) In these rules, the Act prevails if the associations rules are inconsistent with the Act (see section 1B of the Act).

(D) These rules shall be read in conjunction with the ASLIA (National) Rules.

2. Name

(A) The name of the incorporated association is Australian Sign Language Interpreters Association (Queensland) Inc.– (ASLIAQ).

(B) The name of ASLIAQ may be changed and decided by members as deemed necessary. The mechanism for such a change is set out in Rule 42.

3. Objects

The objects of the association are—

(A) To promote recognition of the professional status of interpreters.

(B) To promote, foster and improve the art and professionalism of Auslan (Australian Sign Language) interpreters.

(C) To assist in the upgrading of interpreting skills and the development of fluency in Auslan.

(D) To maintain communication with interpreting service stakeholders, including participants and those who engage interpreting services.

(E) To support, advocate and protect the rights of interpreters (in areas of health, personal safety and working conditions).

(F) To actively engage with relevant government or other organisation, agency, group or individual to pursue the association's objectives.

(G) To promote a collaborative and effective relationship between the deafness sector and interpreting services industry, through consultation and sharing of ideas with Deaf community organisations and other entities and organisations with an interest in the sector.

(H) To collate, disseminate and provide relevant information to ASLIAQ members.

4. Powers

- (A) The association has the powers of an individual.
- (B) 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) do other things necessary or convenient to be done in carrying out its affairs.
- (C) The association may take over the funds and other assets and liabilities of the present unincorporated association known as the Australian Sign Language Interpreters Association (Queensland) (the ***unincorporated association***).
- (D) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5. Classes of members

- (A) The classes of members are consistent with those described in ASLIA (National) rule 3.1(1).
- (B) The number of ordinary members is unlimited.

6. Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee—

- a) to the equivalent class of membership of the association as the member held in the unincorporated association; or
- b) if there is no equivalent class of membership—as an ordinary member.

7. New membership

- (A) The classes of members for ASLIAQ and the eligibility requirements for each category are determined and governed by the Rules of ASLIA (National).
- (B) The benefits and rights – including voting rights – of members of ASLIAQ are determined and governed by the constitution of ASLIA (National)

8. Membership fees

- (A) Members will send membership fees to ASLIA (National) directly and will remain members of ASLIAQ.
- (B) The annual membership fee for each ordinary membership and for each other class of membership —
 - a. is the amount decided by ASLIA (National) in the manner described in Sections 3.8(2) and 3.8(3) of the ASLIA (National) Rules; and
 - b. is payable before 31 March in each calendar year, and in the way that ASLIA (National) decides.
- (C) Annual subscription from members of all classes shall be paid to ASLIA (National), and, in accordance with the ASLIA (National) Rules, 80% of each membership subscription will be forwarded to ASLIAQ by ASLIA (National).
- (D) A member of the incorporated association who, before becoming a member, has paid the members annual subscription for membership of the unincorporated association on or before a day fixed by the management committee, is not liable to pay a further amount of annual subscription for the period before the day fixed by the management committee as the day on which the next annual subscription is payable.

9. Admission of new members

- (A) All applications for membership must be in the form required by ASLIA (National).
- (B) All applications for membership must be lodged with ASLIA (National).

10. Disciplining of members

- (A) Any complaints made to the executive by any person in relation to a member of ASLIAQ shall be dealt with in accordance with the ASLIA (National) Rules.
- (B) Complaints concerning ASLIAQ members shall be referred to ASLIA (National) for further advice and resolution.
- (C) The process relating to disciplining members will be as detailed in the ASLIA (National) Rules.

11. When membership ends

- (A) A membership ends in the manner described in rule 3.4 of the ASLIA (National) Rules.
- (B) A member may resign from the association by giving a written notice of resignation in a manner consistent with rule 3.6 of the ASLIA (National) Rules and/or ASLIAQ policy statements.
- (C) The ASLIA (National) management committee may terminate a member's membership under the criteria outlined in 3.4 or 3.10 of the ASLIA (National) Rules.
- (D) Before the ASLIA (National) management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (E) If, after considering all representations made by the member, the ASLIA (National) management committee decides to terminate the membership, the ASLIA (National) secretary of the committee must give the member a written notice of the decision.

12. Appeal against disciplinary action, or rejection or termination of membership

A person whose application for membership has been rejected, or who is subject to disciplinary action, or whose membership has been terminated under rule 3.10 of the ASLIA (National) Rules, has the right of appeal under rule 3.11 of the ASLIA (National) Rules.

13. Register of members

- (A) Upon the acceptance of an application to ASLIA (National), the member's address, telephone number(s), level of accreditation, date that accreditation was attained and date of joining the Association will be provided to ASLIAQ and will be entered by the secretary into the register of members held by ASLIAQ.
- (B) The Secretary, on behalf of the management committee must keep a register of members of the association.
- (C) The register must be open for inspection by members of the association at all reasonable times, given notice. To maintain the privacy of members, such inspections should be limited to name, membership type and status, date of admission as a member.
- (D) A member must contact the secretary to arrange an inspection of the register.
- (E) The register must be kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.
- (F) The Secretary must notify ASLIA (National) of a person who dies or who ceases to be a member.
- (G) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14. Prohibition on use of information on register of members

- (A) 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.
- (B) Subrule (A) does not apply if the use or disclosure of the information is approved by the association.

15. Appointment or election of secretary

- (A) 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 associations management committee;
 - ii. another member of the association;
 - iii. another person.
- (B) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within one (1) month after incorporation.
- (C) 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.
- (D) If the management committee appoints a person mentioned in subrule (A)b.ii as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (E) However, if the management committee appoints a person mentioned in subrule (A)b.ii as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (F) If the management committee appoints a person mentioned in subrule (A)b.iii as secretary, the person does not become a member of the management committee.
- (G) In this rule— **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16. Removal of secretary

- (A) The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- (B) If the management committee removes a secretary who is a person mentioned in rule 16(A)b.i, the person remains a member of the management committee.
- (C) If the management committee removes a secretary who is a person mentioned in rule 16(A)b.ii and who has been appointed to a casual vacancy on the management committee under rule 16(E), the person remains a member of the management committee.

17. Functions of secretary

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.

18. Membership of management committee

- (A) The management of ASLIAQ shall consist of a committee of not less than five (5) and no more than nine (9) members including management committee positions of President, Secretary, Treasurer and general committee members all of whom shall be elected at the Annual General Meeting of the Association.
- (B) A member of the management committee, other than a secretary appointed by the management committee under rule 16(A)b.iii, must be a financial individual member of the association with voting rights at the time of their nomination.
- (C) At each annual general meeting of the association, all committee positions becoming vacant excluding the executive committee. The executive committee positions reflect a two (2) year term to ensure two (2) remaining executive members continuing with the new committee. The executive position terms shall be paired as follows—
 - a) the term for the positions President and Secretary shall commence on even years; and
 - b) the term for the positions Vice President and Treasurer shall commence on odd years.
- (E) The two (2) year term outlined in 18(C) does not apply when the role has been filled as a casual vacancy under 21(A) of these rules.
- (F) The candidates who receive most votes shall be declared elected, and in the case of two (2) candidates receiving an equal number of votes, the chairperson of the Annual General Meeting shall have a second or casting vote.
- (G) From time to time, the committee may co-opt financial members of ASLIAQ to assist the committee as deemed necessary.
- (H) A member of the association may be appointed to a casual vacancy on the management committee under rule 21.

19. Electing the management committee

- (A) A member of the management committee may only be elected as follows—
 - a) any 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—
- (B) in writing; and
- (C) signed by the candidate and the members who nominated him or her; and
- (D) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - a) 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;
 - b) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (E) 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.
- (F) In respect of the election of the President, ideally the nominee should hold NAATI Professional Interpreter level accreditation. All Professional Interpreter level nominees for this position will be considered and voted on in preference to Paraprofessional nominees. If there is no Professional Interpreter level nominee, then Paraprofessional nominees can be considered.

- (G) Each presidential nominee shall provide a response to the criteria set out below to a maximum of 200 words, which must accompany their nomination form. Nominees shall respond to their:
- i. academic qualifications;
 - ii. depth and length of interpreting experience;
 - iii. management and communication skills; and
 - iv. his/her standing and acceptance within the Deaf community.
- (H) If at the commencement of the AGM there are no nominations for president, then subrule (G) does not apply.
- (I) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be emailed to members least 7 days immediately preceding the annual general meeting.
- (J) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (K) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
- a) whether or not the association has public liability insurance; and
 - b) if the association has public liability insurance—the amount of the insurance.

20. Resignation, removal or vacation of office of management committee member

- (A) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (B) 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.
- (C) A committee 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.
- (D) 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.
- (E) A member has no right of appeal against the members removal from office under this rule.
- (F) Any member of the committee who is absent for three (3) consecutive meetings without reasonable excuse shall, unless the committee otherwise decides, be deemed to have resigned and a vacancy shall thereupon exist on the committee.
- (G) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21. Vacancies on management committee

- (A) 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 annual general meeting.
- (B) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (C) However, if the number of committee members is less than the number fixed under rule 25 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.
- (D) Any committee members, including the executive, appointed under subrule (A) shall retire at the next Annual General Meeting but are eligible for election as a member of the committee at such meeting.

22. Functions of management committee

- (A) 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.
- (B) 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.
- (C) 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; and
 - 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 associations 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.
- (D) For subrule (C) 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—
 - a) the financial institution for the association; or
 - b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

23. Meetings of management committee

- (A) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (B) The management committee must meet at least once every 3 months to exercise its functions.
- (C) The management committee must decide how a meeting is to be called.
- (D) Notice of a meeting is to be given in the way decided by the management committee.
- (E) 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 take part in discussions as they happen.
- (F) A committee member who participates in the meeting as mentioned in subrule (E) is taken to be present at the meeting.
- (G) 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.
- (H) 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.
- (I) The president is to preside as chairperson at a management committee meeting.
- (J) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose one (1) of their number to preside as chairperson at the meeting.

24. Quorum for, and adjournment of, management committee meeting

- (A) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (B) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (C) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - a. the meeting is to be adjourned for at least 1 day; and
 - b. the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (D) If, at an adjourned meeting mentioned in subrule (C), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25. Special meeting of management committee

- (A) 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 14 days after the secretary receives the request.
- (B) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (C) 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.
- (D) 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.
- (E) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

26. Minutes of management committee meetings

- (A) The secretary must ensure full and accurate minutes of all matters, resolutions and other proceedings of each management committee meeting are entered in a minute book or similar perpetual record.
- (B) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be moved at the next meeting, as a true representation of the meeting by chairperson of the meeting, or another person who was present and can verify their accuracy.

27. Appointment of subcommittees

- (A) 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 associations operations.
- (B) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (C) A subcommittee may elect a chairperson of its meetings.
- (D) 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.
- (E) A subcommittee may meet and adjourn as it considers appropriate.
- (F) 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.
- (G) A subcommittee may make recommendations for the consideration of the management committee but cannot make decisions in their own right.

28. Acts not affected by defects or disqualifications

- (A) 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.
- (B) Subrule (A) 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.

29. Resolutions of management committee without meeting

- (A) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (B) A resolution mentioned in subrule (A) may consist of several documents in like form, each signed by 1 or more members of the committee.

30. First annual general meeting

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

31. Subsequent annual general meetings

- (A) Each subsequent annual general meeting must be held—
 - a) at least once each year; and
 - b) within 6 months after the end date of the association's reportable financial year.
- (B) The secretary may call an annual general meeting of the association.
- (C) The secretary must give at least twenty-one (21) days notice of the meeting to each member of the association and such notice shall list the business to be transacted.
- (D) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (E) The management committee may decide the way in which the notice must be given.

32. Business to be conducted at annual general meeting of level 3 incorporated associations

- (A) This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies.
- (B) The following business must be conducted at each annual general meeting of the association—
 - a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
 - b) presenting the unaudited financial statement and signed statement to the meeting for adoption;
 - c) electing members of the management committee;
 - d) To consider any other business, notice of which has been given not less than fourteen (14) days before the AGM.

33. Quorum for, and adjournment of, annual general meeting

- (A) The quorum for an annual general meeting is five (5) members or at least 10% of total members, whichever is the greater.
- (B) No business may be conducted at an annual general meeting unless there is a quorum of members when the meeting proceeds to business.
- (C) If there is no quorum within 30 minutes after the time fixed for the annual general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (D) If there is no quorum within 30 minutes after the time fixed for the annual 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.

34. Notice of general meeting

- (A) The secretary may call a general meeting of the association.
- (B) The secretary must give at least 7 days notice of the meeting to each member of the association.
- (C) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (D) The management committee may decide the way in which the notice must be given.
- (E) However, notice of the following meetings must be given in writing—
 - a) a meeting called to hear and decide a proposed special resolution of the association.
- (F) A notice of a general meeting must state the business to be conducted at the meeting.

35. Quorum for, and adjournment of, general meeting

- (A) 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 1.
- (B) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (C) 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.
- (D) 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—
- (E) the meeting is to be adjourned for at least seven (7) days; and
- (F) the management committee is to decide the day, time and place of the adjourned meeting.
- (G) 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.
- (H) If a meeting is adjourned under subrule (F), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (I) 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.
- (J) 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.

36. Procedure at general meeting

- (A) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to take part in discussions as they happen.
- (B) A member who participates in a meeting as mentioned in subrule (A) is taken to be present at the meeting.
- (C) 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 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - c) the chairperson must conduct the meeting in a proper and orderly way.

37. Voting at general meeting

- (A) 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.
- (B) Each member present and by proxy is eligible to vote, and 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.
- (C) 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.
- (D) The method of voting is to be decided by the management committee.
- (E) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (F) If a secret ballot is held, the chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides.
- (G) 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.

38. Special general meeting

- (A) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 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.
- (B) A request mentioned in subrule (A)(b) must state—
 - a) why the special general meeting is being called; and
 - b) the business to be conducted at the meeting.
- (C) A special general meeting must be held within 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 subrule (A)(b); or
 - c) is given the written notice of an intention to appeal mentioned in subrule (A)(c).
 - d) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

39. Proxies

(A) An instrument appointing a proxy must be in writing and be in the following or similar form—

Australian Sign Language Interpreters Association Queensland (ASLIAQ):

I, _____ 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

(B) 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.
- c) A proxy may be a member of the association or another person.
- d) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- e) 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.
- f) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- g) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form—

Australian Sign Language Interpreters Association Queensland (ASLIAQ):

I, _____ 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 resolutions—

[*List relevant resolutions*]

40. Minutes of general meetings

- (A) The secretary must ensure full and accurate minutes of all matters, resolutions and other proceedings of each general meeting are entered in a minute book or similar perpetual record.
- (B) To ensure the accuracy of the minutes—
 - a) The minutes of each general meeting must be moved at the next meeting, as a true representation of the meeting by the chairperson, or another person who was present and can verify their accuracy; and
 - b) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be moved as a true representation of the meeting, by chairperson of the meeting, or another person who was present and can verify their accuracy.
- (C) If asked by a member of the association, the secretary must, within twenty-eight (28) days after the request is made—
 - a) make the minutes 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.
- (D) The association may require the member to pay the reasonable costs of providing copies of the minutes.

41. By-laws

- (A) The management committee may make, amend or repeal by-laws, not inconsistent with these rules or the ASLIA (National) Rules, for the internal management of the association.
- (B) A by-law may be set aside by a vote of members at a general meeting of the association.

42. Alteration of rules

- (A) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (B) A special resolution to alter the Rules is passed where 75% of members present vote for the special resolution.
- (C) Within one (1) month of the passing of a special resolution to amend its rules the committee will amend these rules reflecting the added, repealed or amended rule of the special resolution setting out particulars of the alterations.
- (D) A copy of the special resolution and the minutes of the meeting certifying that resolution was duly passed as per the requirements shall be kept by the secretary.
- (E) Any amendment, repeal or addition is valid once it is registered with the Statutory Authority as required under the Act by the chief executive.

43. Common seal

- (A) Where required under the Act, the management committee must ensure the association has a common seal.
- (B) The common seal must be—
 - a) kept securely by the management committee; and
 - b) used only under the authority of the management committee.
- (C) 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.

44. Funds and accounts

- (A) 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.
- (B) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (C) All gifts and donations will be kept and recorded as separate from subscription monies received by ASLIAQ.
- (D) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (E) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (F) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - a) the president;
 - b) the secretary;
 - c) the treasurer;
 - d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.
- (G) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (H) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (I) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (J) All expenditure must be approved or ratified at a management committee meeting.
- (K) Surplus in hand at the end of each financial year is to be administered by the committee for the purpose as set out in the objectives of these Rules.

45. General financial matters

- (A) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (B) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

46. Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

47. Financial year

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

48. Voluntary dissolution of the association

- (A) ASLIAQ may be wound-up by special resolution of the members passed at a general meeting called for that purpose.
- (B) A special resolution for voluntary dissolution is passed where 75% of members present vote for the special resolution.

49. Distribution of surplus assets to another entity

- (A) This rule applies if the association—
 - a. is wound-up under Rule 49, or part 10 of the Act; and
 - b. has surplus assets.
- (B) The surplus assets must not be distributed among the members of the association.
- (C) 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.
- (D) In this rule— **surplus assets** see section 92(3) of the Act.

Version History

Date	Prepared by	Checked by	Approved by motion	Summary of updates
31 Oct 2015	Megan Bytheway	Bernie Chapman Len Bytheway	31 October 2015 EGM 75% majority	Preparation of rules for move to Incorporation