

## **THIRD SCHEDULE**

### **RULES**

#### **QUEENSLAND RANGERS ASSOCIATION INCORPORATED**

##### *NAME*

1. The name of the incorporated association shall be Queensland Rangers Association Incorporated (in these Rules called "the Association")

##### *OBJECTS*

2. The objects for which the Association is established are:
  - (1) To promote best practice in the management of the Queensland environment by the members of this Association, and participate in the enhanced performance of the management authorities of the Queensland environment.
  - (2) To promote an awareness of the importance of, and representation of, members of the Association in Industrial relations by an industrial advocate, and encourage the active participation in Industrial issues through membership of a Union.
  - (3) To represent members of the Association in communications and negotiations with Officers of the management authorities of the Queensland environment.
  - (4) To monitor, protect, and enhance employment, general working conditions and social justice issues affecting members of the Association, through processes which include but is not limited to policy development and participation in Industrial Agreements.
  - (5) To monitor and promote equity and social justice between geographical regions of the management authorities of the Queensland environment.

##### *POWERS*

3. The powers of the Association are:-
  - (1) To take over the funds and other assets and the liabilities of the present unincorporated associations known as but not specifically "Regional Ranger Associations";
  - (2) To subscribe to, become a member of and co-operate with any other association, club or organization, 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 organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10);
  - (3) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;
  - (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the

objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;

- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) 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;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14) In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (15) To take or 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;
- (16) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule (4);

- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those 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 that imposed upon the Association under or by virtue of rule 28 (10);
- (20) 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 incorporated associations with which the Association is authorized to amalgamate;
- (21) 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 incorporated associations with which the Association is authorized to amalgamate;
- (22) To make donations for patriotic, charitable or community purposes;
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

#### ***CLASSES OF MEMBERS AND STRUCTURE***

- 4 (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members:-
- (a) Associate members;
  - (b) Life members;
  - (c) Honorary members.
- (2) The number of ordinary members shall be unlimited.
- (a) The structure of the Association is:
  - (b) Ordinary members in each Regional District (whose geographical and/or demographic boundaries are determined by the Association from time to time), elect or appoint two of their number from within their District only, to be District Representatives.
  - (c) The combined District Representatives of the Region elect or appoint from their number, representatives to be Regional Representatives, the number of which will be determined from time to time by the State Management Committee.
  - (d) The combined Regional Representatives of the region elect or appoint from their number, representatives to the State Management Committee, the number of which will be determined from time to time by the State Management Committee.
  - (e) The Regional Representatives from each Region form the State Management Committee elect or appoint from their number, the State Management Committee office bearers and auxiliary positions, the number and composition to be determined from time to time by the State Management Committee.

### **MEMBERSHIP**

5. (1) Every person who at the date of incorporation of the Association was a member of the unincorporated regional association and who on or before the First day of December 1998, agrees in writing to become a member of the Association shall be admitted by the State Management Committee to the same class of membership of the Association as that member held in the unincorporated association. Every member of the Association who previously to his agreeing to become a member of the Association has paid his subscription due on the First day of December, 1998, as a member of the unincorporated association, shall not be liable to pay any further sum by way of annual subscription to the Association for the period of 12 months from date of receipt of payment by the State Secretary.
- (2) Every applicant for any class of membership of the Association [other than the members of the unincorporated Associations referred to in sub rule (1)] shall apply to the Association. The application for membership shall be made in writing to the State Management Committee Representative in their Region (Regional Representative) of employment, who shall be nominated by the State Management Committee to process membership applications. The application will be signed by the applicant and shall be in such form as the State Management Committee from time to time prescribes.

### **MEMBERSHIP FEES**

6. (1) The membership fees for each class of membership shall be such sum, as the State Management Committee members shall from time to time at any State Management Committee general meeting so determine.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the State Management Committee shall from time to time determine.

### **ADMISSION TO MEMBERSHIP AND APPEAL TO STATE MANAGEMENT COMMITTEE OF REJECTION OF MEMBERSHIP APPLICATION**

7. (1) The State Management Committee Secretary shall make a determination of suitability of membership in the first instance, then process and receipt for admission or rejection, all applications as an Ordinary or other class of member.
- (2) The Secretary shall provide to the applicant, notice in writing, within fourteen days of the success or rejection of the application.
- (3) The Secretary will provide written advice to all members of the State Management Committee within forty eight hours (48 hrs) of all rejected applications and the reasons therefore.
- (4) The Secretary will advise the applicant that an appeal made within one month (28 days) to the State Management Committee by the applicant, will be considered by the State Management Committee at their next meeting.
- (5) At the next meeting of the State Management Committee after the receipt of an appeal by any applicant, such application shall be considered by the State Management Committee, who shall thereupon make a determination by majority decision, upon the admission or rejection of the applicant for the class of membership applied for.
- (6) Upon the acceptance or rejection by the State Management Committee of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

- (7) Where a person, whose application is rejected, does not appeal the decision of the Secretary to the State Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

#### ***TERMINATION OF MEMBERSHIP***

8. (1) A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member -
- (i) is convicted of an indictable offence; or
  - (ii) fails to comply with any of the provisions of these Rules; or
  - (iii) has membership fees in arrears for a period of two months or more; or
  - (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the State Management Committee shall consider whether his membership shall be terminated.
- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the State Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

#### ***APPEAL AGAINST TERMINATION OF MEMBERSHIP***

9. (1) A person whose membership has been terminated may within one month (28 days) of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the State Management Committee.
- (2) Upon receipt of a notification of intention to appeal against termination of membership the Secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the State 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.
- (3) The quorum for an appeal shall comprise 75% of the number of the State Management Committee, or a greater number by one than the number of members present at the termination, whichever is the higher number. If all the members were present, then one additional ordinary member must be present and his vote will count in full as a bone fide State Committee Member for the purpose of the appeal only.
- (4) Where a person, whose application is rejected, does not appeal against the decision of the State Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

#### ***REGISTER OF MEMBERS***

10. (1) The State 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.

- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the State Management Committee or the members at any general meeting may require from time to time.
- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.
- (4) The Register shall not be communicated in any form to any other organization.

**MEMBERSHIP OF STATE MANAGEMENT COMMITTEE  
AND  
REGIONAL REPRESENTATIVES COMMITTEE**

11. (1) Terms of incumbency in office shall be for two years, excepting the inaugural election of Regional Officers, where only 50% from each Region shall be elected for 3 years, the other 50% shall be elected for a period of 2 years to facilitate alternating candidates.
- (2) A member shall serve a maximum of two consecutive terms in office and then will not be eligible for re-appointment, until after the passing of a one full term (2 years).
- (3) Two Regional Representatives from each Region are eligible to serve on the State Management Committee and they will have been elected or appointed by District Representatives from within their Region.
- (4) The Regional Representatives Committee of the Association shall consist of a Regional Chairman and Regional Secretary, both of whom shall be members of the Association, and such number of other members as the District Representatives of the Regional Association at any Regional general meeting may from time to time elect or appoint.
- (5) State Management Committee officers shall be elected or appointed by the Regional Representatives elected to the State Management Committee.
- (6) The State Management Committee of the Association shall consist of a Chairman, Deputy Chairman, Secretary, Treasurer, and six other ordinary members all of whom shall be Regional Representatives duly elected by the District Representatives from the Regions and all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting of the State Management Committee may from time to time elect or appoint.
- (7) At the Regional annual general meetings of the Association, one half of the appointed members of the State Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election as per 11 (1) (2), members may self nominate.
- (8) The election of officers and other members of the State Management Committee shall take place in the following manner:-
  - (a) Positions of Office as a member of the State Management Committee shall be by nomination and election, by and from the Regional Representatives elected or appointed as members of the State Management Committee;
  - (b) The nomination, which shall be in writing and signed by the member and his proposer (a member may self nominate), and shall be lodged with the State Secretary or Officer appointed to act in the State Secretaries place, at least fourteen days before the State Management Committee annual general meeting at which the election is to take place;

- (c) A list of the State Management Committee candidates' names in alphabetical order, with the proposer's names, (if any), shall be circulated to all franchisees by surface or electronic mail, at least seven days immediately preceding the State Management Committee annual general meeting;
  - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
  - (e) Should there be an insufficient number of candidates nominated at the commencement of such meeting, , nominations may be taken from the floor of the meeting.
12. Any member of the State Management Committee may resign from membership of the State Management Committee at any time by giving notice in writing to the Secretary, such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.

***VACANCIES ON STATE MANAGEMENT COMMITTEE  
AND  
REGIONAL REPRESENTATIVES COMMITTEE***

13. (1) Any Regional Representatives Committee of a Region shall have the power at any time to appoint any member of the Association from its Region to fill any casual vacancy on the State Management Committee until the next annual general meeting.
- (2) The continuing members of the State Management Committee may act notwithstanding any casual vacancy in the State 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 State Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the State Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

***FUNCTIONS OF THE STATE MANAGEMENT COMMITTEE***

14. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting of the State Management Committee -
- (a) Shall have the general control and management of the administration of the affairs, property and funds of the Association; and
  - (b) Shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- (2) The State Management Committee may exercise all the powers of the Association -
- (a) To borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;

- (b) To borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
- (c) To invest in such manner as the members of the Association may from time to time determine.

#### ***MEETINGS OF STATE MANAGEMENT COMMITTEE***

- 15. (1) The State Management Committee shall meet at least twice every calendar year to exercise its functions.
  - (2) A special meeting of the State Management Committee shall be convened by the State Secretary on the requisition in writing signed by not less than one-third of the members of the State Management Committee, the requisition shall clearly state the reasons why the special meeting is being convened and the nature of the business to be transacted thereat.
  - (3) At every meeting of the State Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the State Management Committee as at the close of the last annual general meeting of the members, shall constitute a quorum.
  - (4) Subject as previously provided in this rule, the State Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the State Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
  - (5) A member of the State Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereof, and if he does so vote his vote shall not be counted.
  - (6) The Secretary shall give not less than fourteen days notice to members of the State Management Committee of any special meeting of the State Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
  - (7) The Chairman shall preside as Chairman at every meeting of the State Management Committee, or if there is no Chairman, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Deputy-Chairman shall be Chairman or if the Deputy-Chairman is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
  - (8) If within half an hour from the time appointed for the commencement of a State Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the State Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the State Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
- 16. (1) The State Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the State Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the State Management Committee.



- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- (3) A sub-committee may meet and adjourn, as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
17. All acts done by any meeting of the State Management Committee or of a sub-committee or by any person acting as a member of the State Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the State Management Committee or person acting as aforesaid, or that the members of the State Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the State Management Committee.
18. A resolution in writing signed by all the members of the State Management Committee for the time being entitled to receive notice of a meeting of the State Management Committee shall be as valid and effectual as if it had been passed at a meeting of the State 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 State Management Committee.
19. Upon agreement in writing from a majority of State Management Committee Members a special or general meeting of State Management Committee members may be held by conference telephone or other electronic means.

***ANNUAL GENERAL OR GENERAL MEETINGS  
OF  
STATE AND REGIONAL REPRESENTATIVE COMMITTEES***

20. The first general meeting shall be held at such time, not being less than one month after the incorporation of the Association and at such place as the State Management Committee may determine. The first general meeting in each Region will elect half of the Regional Representatives of a Region for a period of one year only in order to initiate biennial appointments.
21. (1) The annual general meeting for Regional Representative elections and State Management Committee Representatives elections shall be held within three months of the close of the calendar year.
- (2) The business to be transacted at every annual general State Management Committee meeting shall be -
- (a) The receiving of the State Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
- (b) The receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (c) The election of members of the State Management Committee; and
- (d) The appointment of an auditor.
22. The Secretary shall convene a special general meeting -
- (a) When directed to do so by the State Management Committee; or

- (b) On the requisition in writing signed by not less than one-third of the members presently on the State Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the State Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
  - (c) On being given a notice in writing of an intention to appeal against the decision of the State Management Committee to reject an application for membership or to terminate the membership of any person.
- 23.
  - (1) At any State Management Committee general meeting the number of members required to constitute a quorum shall be a simple majority of the number of members presently on the State Management Committee.
  - (2) At any Regional general meeting the number of members required to constitute a quorum shall be a one Regional Representative and three ordinary members, the minutes shall be recorded and forwarded to the State Secretary within 28 days of the meeting.
  - (3) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy.
  - (4) 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 State Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the State Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
  - (5) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.
- 24.
  - (1) The Secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.
  - (2) The manner by which such notice shall be given shall be determined by the State Management Committee: Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the State Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
- 25. Unless otherwise provided by these Rules, at every general meeting -
  - (1) The Chairman shall preside, or if there is no Chairman, or if he is not present within ten minutes after the time appointed for the holding of the meeting or is unwilling to act, the Deputy-Chairman shall be the Chairman or if the Deputy-Chairman is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
  - (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
  - (3) Every question, matter or resolution shall be decided by a majority of votes of the members present;

- (4) Every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting;
- (5) Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as honestly declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot was demanded;
- (6) A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorized representative shall have one vote;
- (7) The instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of his attorney duly authorized in writing. A proxy may be, but need not be, a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- (8) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

Queensland Rangers Association:

I, \_\_\_\_\_ of,  
being a member of the above named Association,  
hereby appoint \_\_\_\_\_ of  
or failing him, \_\_\_\_\_ 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 \_\_\_\_\_, 19\_\_\_\_\_, and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Signature \_\_\_\_\_

This form is to be used \_\_\_\_\_ \* in favour of the resolution \_\_\_\_\_ \* against  
\* Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit.);

(9) 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; and

(10) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every State Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every State Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding State Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.

***BY-LAWS***

26. The State Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a simple majority.

***ALTERATION OF RULES***

27. 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 by a simple majority of Regional meeting resolutions. Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General and the Department of Consumer Affairs and Corrective Services, Brisbane.

***COMMON SEAL***

28. The State 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 State Management Committee and every instrument to which the seal is affixed shall be signed by a member of the State Management Committee and shall be countersigned by the Secretary or by a second member of the State Management Committee or by some other person appointed by the State Management Committee for the purpose.

### ***FUNDS AND ACCOUNTS***

29. (1) The funds of the association must be kept in the name of the association in a financial institution decided by the State Management Committee.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) All amounts of one hundred dollars or over shall be paid by cheque signed by any two of the Chairman, Secretary, treasurer or other member authorized from time to time by the State Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The State Management Committee shall determine the amount of petty cash, which shall be kept, on the imprest system.
- (7) All expenditure shall be approved or ratified at a State Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of -
- (a) The income and expenditure for the financial year just ended; and
- (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the auditor who shall present his 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.
- (10) The income and property of the Association whence so ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

### ***DOCUMENTS***

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

### ***FINANCIAL YEAR***

31. The financial year of the Association shall close (31st December) in each year.

### ***DISTRIBUTION OF SURPLUS ASSETS***

32. If the Association shall be wound up in accordance with the provisions of the Associations incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28 (10), such institution or institutions to be determined by the members of the Association.

### ***SPOKESPERSON***

- 33 (1) The State Management Committee shall nominate a Spokesperson who responsible for all communications with the public, the management authorities of the Queensland environment and other organizations.
- (2) The Spokesperson will issue communications as directed by the State Management Committee.

Queensland Rangers Association:

PROXY DECLARATION

I, \_\_\_\_\_ of \_\_\_\_\_  
being a member of the above named Association,  
hereby appoint \_\_\_\_\_ of \_\_\_\_\_  
or failing him, \_\_\_\_\_ 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 \_\_\_\_\_, 19\_\_\_\_\_, and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_\_.

Signature \_\_\_\_\_

This form is to be used \_\_\_\_\_ \* in favour of the resolution \_\_\_\_\_ \* against  
\* Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks  
fit.);

(9) 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; and

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of  
every State Management Committee meeting and general meeting to be entered in a book to be open for inspection  
at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the  
purposes of ensuring the accuracy of the recording of such minutes, the minutes of every State Management  
Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding State  
Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be  
signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting; Provided that the  
minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next  
succeeding general meeting or annual general meeting.