

# **SUNCORP GROUP SOCIAL CLUB INCORPORATED**

## **RULES**

### **1 NAME**

The name of the incorporated association shall be Suncorp Group Social Club Incorporated (in these rules called "the Association").

### **2 OBJECTS**

2.1 The objects for which the Association is established are: -

- (a) To promote and foster good fellowship between all members of the Association.
- (b) To arrange social functions and recreational activities.
- (c) To raise money by subscription, levy, mortgage, debenture or otherwise for the benefit of the Association.
- (d) To hold fund-raising activities to subsidise such functions and activities as the Association deems desirable.
- (e) To provide benefits for its members such as discount purchasing facilities.
- (g) To do all such other acts and things as are, in the opinion of the Management Committee, incidental to or conducive to the furtherance of attainment of the objectives of the Association.

### **3 POWERS**

3.1 The Association has, in the exercise of its affairs, all the powers of an individual

3.2 The Association may, for example: -

- (a) enter into contracts; and
- (b) acquire, hold, deal with and dispose of property; and
- (c) make charges for services and facilities it supplies; and
- (d) do other things necessary or convenient to be done in carrying out its affairs.

## **4 CLASSES OF MEMBERSHIP**

### **4.1 Qualification**

Membership of the Association shall consist of ordinary members and shall be open to any person employed (in a full-time, part-time or casual basis) by Suncorp Group Pty Ltd and Directors of Suncorp Group Pty Ltd or any related, associated or subsidiary company ("The Group")

In addition, members of the association who were ordinary members at 1 August 2024 and have subsequently transitioned employment to SML Ltd as a component of the sale of Suncorp Bank to Australia and New Zealand Banking Group Ltd ("ANZ") may retain membership of the association for a 2 year transitional period which will expire on 1 August 2026 or at which point they cease employment with SML/ANZ.

### **4.2 Number of Members**

The number of ordinary members shall be unlimited

### **4.3 Life Membership**

A general meeting of the Association may, on the recommendation of the Management Committee, grant Life Membership of the Association to any person who has rendered conspicuous and exceptional service to the Association, by motion passed by three-fourths of the members present at such meeting, provided that there shall not be at any one time, more than ten honorary life members of the Association.

4.4 Life members shall have the right to exercise all the privileges of the Association without payment of the prescribed subscriptions.

## **5 MEMBERSHIP FEES**

5.1 The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.

5.2 Members of the association who retain membership through their employment by SML Ltd / ANZ will not be subject to the payment of any fees to retain their membership.

- 5.2 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.

## **6 TERMINATION OF MEMBERSHIP**

- 6.1 A member may resign from the Association at any time by giving notice in writing and returning their membership card to the Secretary or to the Association Office.
- 6.2 Such resignation shall take effect at the time such notice is received unless a later date is specified in the notice when it shall take effect on that later date.
- 6.3 If a member
  - (a) is convicted of an indictable offence; or
  - (b) fails to comply with any of the provisions of these Rules; or
  - (c) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether his/her membership shall be terminated or suspended.
- 6.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the Management Committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

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

- 7.1 A person whose membership has been terminated may within one (1) month of receiving written notification thereof, lodge with the secretary written notice of the person's intention to appeal against the decision of the Management Committee.
- 7.2 Upon receipt of a notification of intention to appeal against termination of membership the secretary shall convene, within three (3) months of the date of receipt by the secretary of such notice, a general meeting to determine the appeal.
- 7.3 At any such meeting the applicant shall be given the opportunity to fully present the applicant's 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.
- 7.4 The appeal shall be determined by the vote of the members present at such meeting.
- 7.5 Where a person whose membership is terminated, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

## **8 REGISTER OF MEMBERS**

- 8.1 The Management Committee shall cause a register to be kept in which shall be entered the names and business unit of all persons admitted to membership of the Association and the date of their admission.
- 8.2 Particulars shall be entered into the register of resignations, terminations and reinstatements of members and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- 8.3 The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

## **9 MANAGEMENT COMMITTEE & ELECTIONS**

- 9.1 The Management Committee of the Association shall consist of a President, Vice-President, Treasurer & Secretary who form the Executive (and must work in the Brisbane CBD), two state representatives (who must work within the nominated state) one for NSW and one for Victoria and seven ordinary committee members.
- 9.2 The Management Committee will be elected by a ballot of the members of the Association and will hold office for a period of two (2) years.
- 9.3 The retiring Management Committee shall set the election date which shall be called no greater than two years from the date of the last election and must allow for the notice periods given below. If an election is being held then the election date will be that of the AGM for that year.
  - (a) once the election date has been set the Management Committee will appoint a Returning Officer for the election and such Returning Officer shall hold office until a successor is appointed or the appointment is terminated by the Management Committee.
  - (b) the Returning Officer shall not be a serving member of the Management Committee, shall not be a candidate for election nor an employee working in the Association Office.
  - (c) the Secretary shall announce the date of elections and call for nominations for the Executive positions and the remaining committee positions no less than 45 days prior to the date of election.
  - (d) any two (2) members of the Association shall be at liberty to nominate any other member to serve as a member of the Management Committee;
  - (e) the nomination, which shall be in writing and signed by the member and the member's proposer and seconder, it may include a 50 word statement detailing why they believe they are suited to the role. The

nomination shall be lodged with the Returning Officer at least thirty (30) days before the election date. Nominations will not be accepted after this date.

- (f) as soon as possible the Returning Officer shall examine the nominations received. If there are more than 7 ordinary committee nominations or more than 1 nomination for any Executive position, or more than 1 nomination for any state representative position then a ballot will be held
- (g) the Returning officer shall send ballots to all members at least 20 days before the election date. There will be up to three (3) ballots as necessary, one for the election of Ordinary Management Committee Members, one for the state representatives and one for the election of any Executive positions that are contested. All ballots may be combined and will include the members name and membership number (userid).
- (h) the Ordinary Management Committee Member ballot shall list all nominations in alphabetical order show their submitted suitability statement. Members may vote for up to seven (7) of those listed on the ballot.
- (i) the Executive Management Committee ballot shall list those contested positions in order of President, Vice-President, Treasurer and Secretary as applicable. Under each position the nominees should be listed in alphabetical order along with their suitability statement. Members may vote for up to 1 candidate for each of the listed positions.
- (j) the State Representative Committee ballot shall list those contested positions in order of NSW & Victoria as applicable. Under each position the nominees should be listed in alphabetical order along with their suitability statement. Members may vote for up to 1 candidate for each of the listed positions.
- (k) ballots must be returned to and received by the Returning Officer no later than 5 days prior to the election date.
- (l) at the AGM if there were 7 or fewer nominations for Ordinary Committee Members then they will be deemed to have been elected after a vote has been passed to confirm these nominations. If there were no more than 1 nomination for any Executive position then that position will be deemed to have been elected after a vote has been passed to confirm these nominations. If there were no more than 1 nomination for any State Representative position then that position will be deemed to have been elected after a vote has been passed to confirm these nominations.
- (m) nominations for the management committee will not be accepted from the floor for any Committee positions.
- (n) if more than 7 nominations were received for Ordinary Management Committee Members or more than one nomination is received for each of the positions of the Executive Management Committee or more than one nomination is received for each of the State Representative positions a ballot must be held and the returning officer must also issue ballot forms to any members present at the AGM who have not

already voted. These members must verify their identity and the returning officer will check the list of votes received to check that a vote has not already been cast by the member attending the AGM.

- (o) the ballots cast by members attending the AGM will be tallied with those already received and the returning officer will announce the successful candidates.

## **10 RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF MANAGEMENT COMMITTEE**

- 10.1 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.
- 10.2 If any member of the Management Committee has their membership terminated pursuant to section 6.3 of the Rules then their Management Committee position will also be terminated. The rights of appeal under section 7 still apply and if the membership is reinstated then the Management Committee will vote on whether the committee position should also be reinstated.

## **11 VACANCIES ON MANAGEMENT COMMITTEE**

- 11.1 The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- 11.2 The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

## **12 FUNCTIONS OF THE MANAGEMENT COMMITTEE**

- 12.1 Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee:-
- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
  - (b) shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.
- 12.2 The Management Committee may exercise all the powers of the Association:-
- (a) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures,. Perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay of any such securities;
  - (b) to borrow amounts from members and to pay interest on the amounts borrowed 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 any pay off any such securities; and
  - (c) to invest in such manner as the members of the Association may from time to time determine.
- 12.3 For subsection 12.2(b) the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by:-
- (a) the financial institution for the Association; or
  - (b) if there is more than one (1) financial institution for the Association – the financial institution nominated by the Association



### **13 MEETINGS OF MANAGEMENT COMMITTEE**

- 13.1 The Management Committee shall meet at least once every four (4) calendar months to exercise its function
- 13.2 The Management Committee must decide how a meeting is to be called.
- 13.3 Notice of a meeting is to be given in the way decided by the Management Committee
- 13.4 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.
- 13.5 At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee at the last election, shall constitute a quorum.
- 13.6 Subject as previously provided in this section, the Management Committee may meet together and regulate its proceedings as it thinks fit.
- 13.7 However, questions arising at any meetings of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 13.8 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which the member is interested, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.
- 13.9 Not less than two (2) days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee.
- 13.10 Such notice shall clearly state the nature of the business to be discussed thereat.
- 13.11 The president shall preside as chairperson at every meeting of the Management Committee, or if there is no president, or if at any meeting the president is not present within ten (10) minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not present at the meeting then the members may choose one (1) of their number to be chairperson of the meeting.
- 13.12 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.
- 13.13 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

#### **14 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

All acts done by any meeting of the Management Committee or of a subcommittee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the 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 Management Committee.

#### **15 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING**

- 15.1 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.
- 15.2 Any such resolution may consist of several documents in like form, each signed by one (1) or more members of the Management Committee.

#### **16 SUB-COMMITTEE OF MANAGEMENT COMMITTEE**

- 16.1 The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Management Committee thinks fit.
- 16.2 Any subcommittee so formed shall in the exercise of the powers so delegate conform to any regulations that may be imposed on it by the Management Committee.
- 16.3 A subcommittee may elect a chairperson of its meetings.
- 16.4 If no such chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- 16.5 A subcommittee may meet and adjourn as it thinks proper.
- 16.6 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.
- 16.7 All acts done by any meeting of the Management Committee or of a subcommittee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the 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 Management Committee.

## **17 FIRST GENERAL MEETING**

- 17.1 The first general meeting must be held not less than one (1) month, and not more than six (6) months, after the day the Association is incorporated.
- 17.2 The Management Committee must decide where the meeting is to be held.
- 17.3 The business to be transacted at the first general meeting must include the appointment of an auditor.

## **18 FIRST ANNUAL GENERAL MEETING**

The first annual general meeting must be held within eighteen (18) months after the day the Association is incorporated.

## **19 SUBSEQUENT ANNUAL GENERAL MEETINGS**

- 19.1 Each subsequent annual general meeting must be held:-
  - (a) at least once each year; and
  - (b) within six (6) months after the end of the Associations previous financial year.

## **20 BUSINESS TO BE TRANSACTED AT THE ANNUAL GENERAL MEETING**

- 20.1 The following business must be transacted at every annual general meeting:-
  - (a) the receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Association for the last financial year;
  - (b) the receiving of the auditor's report on the financial affairs of the Association for the last financial year;
  - (c) the presenting of the audited statement to the meeting for adoption;
  - (d) elections of the management committee if required pursuant to section 9;
  - (e) the appointment of an auditor;
  - (f) The Management Committee may propose that an honorarium be paid or made in favour of any person or persons, including members of the Management Committee, for services rendered in the promotion of the Association. Any honorarium should be commensurate with the services rendered. The amount of any proposed honorarium may be proposed by the Management Committee but whether such honorarium is paid or made and the amount of any honorarium shall be determined by a majority vote of non-executive members voting at the Annual General Meeting.

## **21 SPECIAL GENERAL MEETING**

- 21.1 The secretary shall convene a special general meeting by sending out notice of the meeting within fourteen (14) days of:-
- (a) being directed to do so by the Management Committee
  - (b) being given a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one;
  - (c) being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- 21.2 A requisition mentioned in subsection (1) (b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

## **22 QUORUM AT GENERAL MEETING**

- 22.1 At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one (1).
- 22.2 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.
- 22.3 For the purpose of the rule:-  
“member” includes a person attending as a proxy or a representing a Corporation which is a member.
- 22.4 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 Management Committee or the Association, shall lapse.
- 22.5 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- 22.6 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 22.7 When a meeting is adjourned for thirty (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

22.8 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.

## **23 NOTICE OF GENERAL MEETING**

23.1 The secretary shall convene all general meetings of the Association by giving not less than twenty one (21) days notice of any such meeting to the members of the Association.

23.2 The manner by which such notice shall be given shall be determined by the Management Committee.

23.3 However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the termination of his or her membership by the Management Committee, shall be given in writing.

23.4 Items to be resolved at a General Meeting may be raised in accordance with section 21 of the Rules. All Items to be voted on must be submitted to the secretary within seven (7) days of notice of the General Meeting being made. The Secretary is to provide notice to the members of the Association of the matters to be considered seven (7) days prior to the General Meeting.

23.5 Motions from the floor will not be accepted.

## **24 PROCEDURE AT GENERAL MEETING**

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

- (a) the president shall preside as chairperson, or if there is no president, or if the president is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice-president shall be the chairperson or if the vice-president is not present or is unwilling to act then the members present shall elect one (1) of their number to be chairperson of the meeting; and
- (b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and
- (c) every question, matter or resolution shall be decided by a majority of votes of the members present; and
- (d) every member 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; and
- (e) however, no member shall be entitled to vote at any general meeting if the member's subscription is more than one (1) month in arrears at the date of the meeting; and
- (f) 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; and
- (g) the chairperson shall appoint two (2) members to conduct the secret ballot in such manner as the chairperson 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; and
- (h) 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 (1) 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 (1) vote; and
  - (i) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of the appointor's attorney duly authorized in writing or, if the appointor is a Corporation, either under seal or under the hand of an officer or attorney duly authorized; and
  - (j) a proxy may but need not be a member of the Association; and
  - (k) the instrument appointing a proxy shall be deemed to confer authority to demand a join in demanding a secret ballot; and
  - (l) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointment a proxy shall be in the following form or a form as near thereto as circumstances permit:-

**ASSOCIATION:**

I, \_\_\_\_\_ of \_\_\_\_\_, being a member of the abovementioned Association, hereby appoint \_\_\_\_\_ of \_\_\_\_\_, or failing the member, \_\_\_\_\_ 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 thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

This form is to be used \*in favour of/\*against the resolution.

Signature: \_\_\_\_\_

\*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit); and

- (m) 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
- (n) 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 time by any financial member who previously applies to the secretary for that inspection.

24.2 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding Management Committee meeting verifying their accuracy.

24.3 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.

24.4 However, the minutes of any annual general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

## **25 BY-LAWS**

The Management Committee may from time to time make, amend or repeal by-law, not inconsistent with these rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

## **26 ALTERATIONS OF RULES**

26.1 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.

26.2 However an amendment, rescission or addition is valid only if it is registered by the chief executive.

## **27 COMMON SEAL**

27.1 The Management Committee shall provide for a common seal and for its safe custody.

27.2 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.

## **28 FUNDS AND ACCOUNTS**

- 28.1 The funds of the Association must be kept in the name of the Association in a financial institution decided by the Management Committee.
- 28.2 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.
- 28.3 All moneys shall be deposited as soon as practicable after receipt thereof.
- 28.4 All amounts of \$100 or over shall be paid by cheque or electronic payment, authorised by any two (2) of the Executive or other member authorized from time to time by the Management Committee.
- 28.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 28.6 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 28.7 All expenditure shall be approved or ratified at a Management Committee meeting.
- 28.8 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of:-
  - (a) the income and expenditure for the financial year just ended; and
  - (b) the assets and liabilities of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 28.9 If the Association is incorporated within three (3) months of the end of the Association's financial year, subsection (8) does not apply for the financial year the Association is incorporated.
- 28.10 The auditor must examine the statement prepared under subsection (8) and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 28.11 The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.



## **29 DOCUMENTS**

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

## **30 FINANCIAL YEAR**

The financial year of the Association shall close on 30 June in each year.

## **31 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

31.1 This section applied if the Association is wound-up under part 10 of the Act and there are surplus assets

31.2 The surplus assets must not be distributed among the members but must be given to another entity:-

- (a) that has 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

31.3 In this section:-

"surplus assets" has the meaning given in section 92(3) of the Act.

## **32 USE OF FACILITIES OF THE ASSOCIATION BY NON-MEMBERS**

32.1 Non-members of the Association shall not use any facility of the Association except as provided for hereunder:-

- (a) guests of members of the Association may, with the approval of the president and vice-president and whilst in the company of the member, be permitted to utilize certain recreational facilities and attend at functions of the Association;
- (b) the member will be liable for his or her guests' contribution to the cost of any function;
- (c) a member of the Association who introduces a guest shall be deemed accountable for the conduct of his/her guest and shall be liable to pay to the Association such amount which is deemed by the Management Committee as necessary in order to reimburse the Association for the repair and restoration of damage, injury or destruction to property of the Association caused by such guest.

- 32.2 Suncorp Group Pty Ltd's employees who are non-members will be permitted to attend at any function, however members will receive preference.
- 32.3 A different scale of charges will apply to members, non-members and guests who attend at any function at the discretion of the Management Committee.
- 32.4 Directors of Suncorp Group Pty Ltd may be invited to any Association function as guests of the Association.

### **33 PROHIBITED PAYMENTS**

Payments made by the Association must preclude the payment to an officer or employee of the Association of any amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the Association or the receipts of the Association for such liquor.

### **34 MANAGEMENT COMMITTEE REWARD AND REGOGNITION**

- 34.1 At any Association function, members of the Management Committee are entitled to free entry if they are helping at the function. Management Committee members are not entitled to any additional free drinks or products above what is offered to normal members.
- 34.2 For the AGM the Association will fly any interstate Management Committee members to Brisbane and pay for one nights accommodation. The Association will also pay for a lunch / dinner for the Management Committee on this day to thank them for their efforts over the year.

### **35 CHARITY PAYMENTS**

- 35.1 During a calendar year the Management Committee may choose to make donations to charitable causes. The donation may only be made to an Australian registered charity and the request must come from a member of the Association.
- 35.2 The total amount of charitable donations for the year must not exceed \$2 per member calculated as at the 1st of January each year and no donation shall exceed \$1000.

### **36 GRIEVANCE PROCEDURE**

- 36.1 It is declared that the grievance procedure can not be used by a person whose membership has been terminated if the rules provide for an appeal process against termination.

- 36.2 A member (the aggrieved party) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute: a) to the other party; and b) if the other party is not the management committee, to the management committee
- 36.3 If 2 or more members initiate a grievance procedure in relation to the same subject matter, the management committee may deal with the disputes in a single process and the members must choose 1 of the members (also the aggrieved party) to represent the members in the grievance procedure.
- 36.4 The parties to the dispute must, in good faith, attempt to resolve the dispute.
- 36.5 If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.
- 36.6 If the aggrieved party asks the association's secretary to refer the dispute to mediation, the management committee must refer the dispute within 14 days after the request.
- 36.7 Grievance procedure not continued in particular circumstances. This rule applies if— a) a member initiates a grievance procedure in relation to a dispute and the association or association's management committee is the other party to the dispute; or b) the aggrieved party asks the association's secretary to refer the dispute to mediation.
- 36.8 The management committee does not have to act if—
- (a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the management committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
  - (b) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or
  - (c) the dispute relates to an obligation under the Liquor Act 1992 or any other State law to prevent the entry of the aggrieved party to, or to remove the aggrieved party from, premises used by the association, or to refuse to serve liquor to the aggrieved party at the premises; or
  - (c) the dispute could reasonably be considered frivolous, vexatious, misconceived, or lacking in substance or the dispute relates to a matter that has already been subject of the grievance procedure.
- 36.9 If a dispute is referred to mediation
- (a) the parties to the dispute must choose a mediator to conduct the mediation; or

- (b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must i) for a dispute between a member and another member—a person appointed by the management committee; or ii) for a dispute between a member and the management committee or the association—an accredited mediator or a mediator appointed by the director of the dispute resolution centre.
- 36.10 An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute. The parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
- 36.11 If a mediator is appointed, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within 28 days after the appointment.
- 36.12 The mediator—
- (a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and
  - (b) must comply with natural justice; and
  - (c) must not act as an adjudicator or arbitrator; and
  - (d) during the mediation, may see the parties, with or without their representatives, together or separately.
- 36.13 The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the time required. The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.
- 36.14 If the mediator can not resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.
- 36.15 A party to a dispute may appoint any person to act on behalf of the party in the grievance procedure.
- 36.16 If a party appoints a person to be the party's representative, the party must give written notice of the appointment to each of the following entities—
- (a) the other party to the dispute;
  - (b) the management committee;
  - (c) if a mediator has been appointed before the party appoints the representative—the mediator.
- 36.17 A representative who acts for a party at a mediation must—
- (a) have sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
  - b) be authorised to negotiate an agreement for the party.
- 36.18 Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agrees.