

Your Ref: IA 8841
Our Ref: McT:C 91-217

12th June 1991

Director-General
Department of Justice
DX 40168
BRISBANE UPTOWN

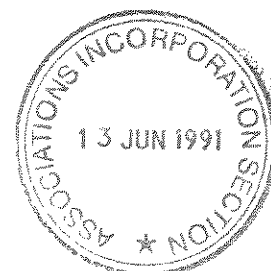
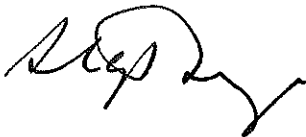
Dear Sir,

**Star Gardens Order of the Eastern
Star Homes for the Aged Inc.**

We refer to your letter of 22nd May 1991. We enclose herewith copy of the Model Rules which has been certified by Kathleen Marshall, the Secretary of the Association.

Please advise if there is anything further which you require.

Yours faithfully,

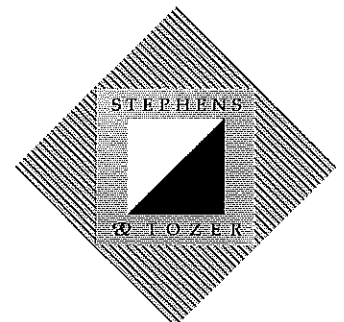


Partners:

Ross K. McTaggart
Glendon F. Young
Geoffrey R. Funnell
William L. LeMass LL.B.
Christine J. Vachon LL.B.

Consultant:

A.G. Prentice B.A., LL.B.



SOLICITORS
Est. 1904

Address:

Level 4,
Primary Producers House,
183 North Quay,
Brisbane. 4000

Postal Address:

Box 388 GPO
Brisbane 4001
DX 40136, Brisbane

Telephone No. 236 1466

STD 07

Facsimile No. 236 1512

MODEL RULES

NAME

1. The name of the incorporated association shall be

STAR GARDENS ORDER OF THE EASTERN STAR HOMES FOR THE AGED

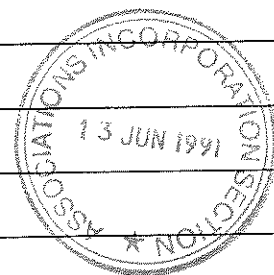
INC

(in these Rules called "The Association").

OBJECTS

2. The objects for which the Association is established are:-

The establishment of a home to provide residential accommodation and care
for the frail aged



POWERS

3. The powers of the Association are:-

(1) To take over the funds and other assets and liabilities of the present unincorporated association known as the

" Order of the Eastern Star Home for the Aged"

";

- (2) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to 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, building, 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 connexion 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, subsidise 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 authorised 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 authorised 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 MEMBERSHIP

4. (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members:-

- (a) _____
- (b) _____
- (c) _____
- (d) _____
- (e) _____

[Insert the names of any other classes of membership other than ordinary members in the space provided in (a), (b), (c), (d), (e).
If the Association only has ordinary members, please disregard (a), (b), (c), (d) and (e).]

- (2) The number of members in each class shall be unlimited.
5. (1) Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the day of incorporation agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association, and shall not be required to pay any further subscription until the next due date for payment of that subscription.

- (2) Every applicant for any class of membership of the Association {other than the members of the unincorporated Association referred to in sub-rule (1)} shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and his proposer and seconder and shall be in such form as the 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 members shall from time to time at any 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 Management Committee shall from time to time determine.

ADMISSION AND REJECTION OF MEMBERS

7. (1) At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- (2) Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (3) Upon the acceptance or rejection of an application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

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 the 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 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 Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

9. (1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or 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 Management Committee or those members thereof who rejected the application for membership or 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) Where a person whose application is rejected, 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.

REGISTER OF MEMBERS

10. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all person 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 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.

MEMBERSHIP OF MANAGEMENT COMMITTEE

11. (1) The Management Committee of the Association shall consist of a President, Vice-President, Secretary, Treasurer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
- (2) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.

- (3) The election of officers and other members of the Management Committee shall take place in the following manner:-
- (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place;
 - (c) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the 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, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
12. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON MANAGEMENT COMMITTEE

13. (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.
- (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.

FUNCTIONS OF THE 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 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.
- (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 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 MANAGEMENT COMMITTEE

15. (1) The Management Committee shall meet at least once every calendar month to exercise its functions.
- (2) 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.
- (3) 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 as at the close of the last general meeting of the members, shall constitute a quorum.

- (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by 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 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 thereout, and if he does so vote his vote shall not be counted.
 - (6) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
 - (7) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President 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 Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such 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.
16. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the 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 Management Committee or of a sub-committee 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.
18. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

ANNUAL GENERAL OR GENERAL MEETINGS

19. The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Management Committee may determine.
20. (1) The annual general meeting shall be held within three months of the close of the financial year.
(2) The business to be transacted at every annual general meeting shall be -
 - (a) the receiving of the 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 Management Committee; and
 - (d) the appointment of an auditor.
21. The Secretary shall convene a special general meeting -
 - (a) when directed to do so by the Management Committee; or
 - (b) on the 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. 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 Management Committee to reject an application for membership or to terminate the membership of any person.

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.
- (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. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- (3) 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. 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.
- (4) 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.

23. (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 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 Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

24. Unless otherwise provided by these Rules, at every general meeting -

- (1) the President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President 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 declared by the Chairman shall be deemed to be the resolution of the meeting at 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 authorised 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 authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may 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:-

ASSOCIATION:

I, _____ of _____
being a member of the abovenamed Association, hereby appoint _____, or
_____ of _____
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
*against _____
resolution.

*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 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 Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding 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

25. The 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 general meeting of members.

ALTERATION OF RULES

26. Subject to the provisions of the Associations Incorporation Act 1981-1990, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director-General, Department of Justice and Corrective Services, Brisbane.

COMMON SEAL

27. The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the Secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

FUNDS AND ACCOUNTS

28. (1) The funds of the Association shall be deposited in the name of the Association in such Bank or Permanent Building Society as the Management Committee may from time to time direct.
- (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 President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The 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 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 the 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 whencesoever 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.

(11) (see below)

DOCUMENTS

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

(11) All property owned or acquired by the Association is vested in its own name.

FINANCIAL YEAR

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

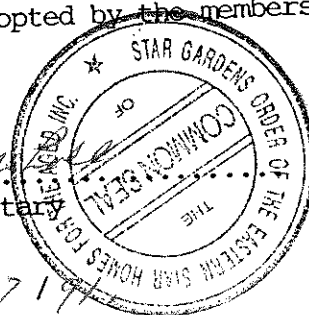
[Insert date and month on the line provided.]

DISTRIBUTION OF SURPLUS ASSETS

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981-1990, 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.

I hereby certify that this is a true copy of the rules adopted by the members
on *Tuesday, 16th July 1991*

..... *K.M. Harte*
Secretary



161 7191



QUEENSLAND

ASSOCIATIONS INCORPORATION ACT 1981

Section 12
Regulation 7

No. 8841

CERTIFICATE OF INCORPORATION OF AN ASSOCIATION

This is to Certify

that

STAR GARDENS ORDER OF THE EASTERN STAR HOMES FOR THE AGED INC

is, on and from the twenty-second day of May, 1991,

incorporated under the Associations Incorporation Act 1981.

I certify that this is a true and correct copy
of Certificate of Incorporation number 8841
issued in pursuance of the provisions of the
Associations Incorporation Act 1981-1990.

Dated at Brisbane this twenty-second day of May,
1991.

B. SMITH

Director-General,
Department of Justice.

B. SMITH

Under Secretary,
Department of Justice.



IA 8841

239 6335 18

Mr Liston

Your Ref: RM:JB:91217

22 May, 1991

Gentlemen,

The Model Rules with the insertions which were advised on the insertions to the Model Rules form and amended during the process of incorporation have been sanctioned. Certificate of Incorporation of Star Gardens Order of the Eastern Star Homes for the Aged Inc. numbered IA 8841 and issued on 22 May, 1991 is enclosed. Please now place your insertions in the appropriate Model Rules clause so that the sanctioned rules of the Star Gardens Order of the Eastern Star Homes for the Aged Inc. will appear as one complete document.

The attached Form Nos. 5A and 5B should be completed by the appropriate person/s in respect of all land which, prior to incorporation, was held on behalf of the association. Those documents, together with the attached certified copy of the Certificate of Incorporation and the appropriate fee, should be lodged with the Registrar of Titles or other authority. Please direct any enquiries concerning these documents to the Registrar of Titles or other authority with whom the documents will be lodged.

As the association is also registered as a Charity under the provisions of the Collections Act, please forward to the Officer-in-Charge, Charities Sub-Program, Department of Justice and Corrective Services, G.P.O. Box 1638, Brisbane, Qld. 4001 the Certificate of Registration as a Charity No. 388 to enable the issue of a fresh certificate in the new name. If the Certificate of Registration as a Charity has been lost or destroyed, please forward a Statutory Declaration to that effect so that a new Certificate may be issued. The Officer-in-Charge, Charities Sub-Program may be contacted on telephone (07) 239 6075 should you have any enquiries in this regard.

../2

B/c: Charities Officer.

For your information.

.....
V.....
(Associations)

Stephens & Tozer
Solicitors
G P O Box 388
BRISBANE QLD 4001

in accordance with the provisions of the Act, the following matters are required to be dealt with as indicated:-

- (i) Appointment of a Secretary by the Management Committee within fourteen (14) days. The Secretary of the new incorporated association may be the same person who was previously the Secretary. However, this person must be officially appointed by the Management Committee to this position on the Management Committee after the date of incorporation;
- (ii) Complete and return Form 8 within twenty-eight (28) days;
- (iii) Lodge with this Department a copy of the rules referred to in the first paragraph of this letter.

Although a full copy of the rules may have been previously lodged with the application for incorporation a copy certified by the Secretary is now required.

Please have the Secretary certify the last page of the rules as follows:-

"I hereby certify that this is a true copy of the rules adopted by the members on(date)"

Secretary
/ /";

Please note that the rules are to be adopted after the date of incorporation;
- (iv) Immediately effect public liability insurance cover in respect of real or personal property owned by the incorporated association for a minimum amount of \$100,000.00;
- (v) Notify the Department within fourteen days of effecting such insurance cover on the enclosed form. Please note that details of the Cover Note provided by the insurance company is not sufficient.

The Department takes this opportunity to wish your association every success with its future activities.

Yours faithfully,

X

for Director-General

As 9517

Your Ref: Mr Clarke
Our Ref: RM:JB:91217

14 May 1991

The Director General
Department of Justice
and Corrective Services
State Law Building
50 Ann Street
BRISBANE QLD 4000

Dear Sir,

ORDER OF THE EASTERN STAR HOME FOR THE AGED

We refer to your letter of the 29th April. Pages 3 and 4 of the original Application are enclosed herewith. We also enclose the original letter addressed to us from our client, dated 25th April, 1991 which incorporates the Minute of a meeting made on 19th April, 1991.

Is this all you require?

Yours faithfully



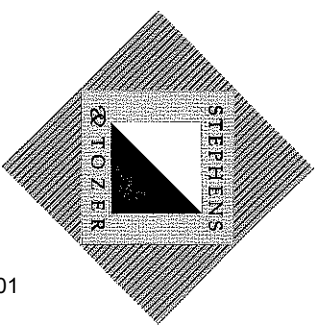
Encl.

Partners:

Ross K. McTaggart
Glendon F. Young
Geoffrey R. Funnell
William L. LeMass LL.B.
Christine J. Vachon LL.B.

Consultant:

A.G. Prentice B.A., LL.B.



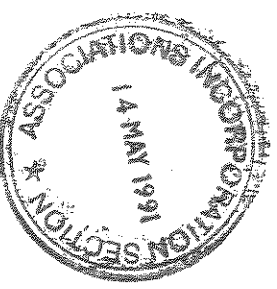
SOLICITORS
Est. 1904

Address:

Level 4,
Primary Producers House,
183 North Quay,
Brisbane. 4000

Postal Address:
Box 388 GPO
Brisbane 4001
DX 40136, Brisbane

Telephone No. 236 1466
STD 07
Facsimile No. 236 1512



- (h) The present number of members of the association is twelve (12).....
- (i) The principal activity of the association is to provide residential.....
accommodation and care for the frail aged.....
- (j) The association *is/is not registered under the Industrial Conciliation and
Arbitration Act as a union of employers or employees.
- (k) The association *does/does not intend to be registered under the Industrial
Conciliation and Arbitration Act as a union of employers or employees.
- (l) The association *is/is not a licensed club under the Liquor Act.

Accompanying this application are -

- (i) a Statutory Declaration verifying the passing of resolutions referred to in
sub-sections (1) and (2) of section 8 of the Associations Incorporation Act
1981-1988, refer page 4; **
- (ii) a copy of the proposed rules of the association; ***
- (iii) (where the applicant association is a branch of an incorporated association)
the consent in writing of that incorporated association to the making of this
application.
- (iv) a copy of the last annual report and statement of the financial affairs of
the association;
- (v) details of all land and improvements owned or proposed to be acquired by the
association;
- (vi) the names and present addresses of all trustees registered as proprietors of
any land owned by the association. If any such trustee is deceased or
incapable of acting or unwilling to act, full details should be provided; and
- (vii) the fees prescribed in the Second Schedule to the Associations Incorporation
Regulations 1982.

Dated at BRISBANE..... this 27th..... day of March....., 1991.


.....
Signature of Applicant

*Delete whichever is inapplicable.

****PLEASE NOTE: SPECIAL RESOLUTION**

For the purposes of this Act, a resolution is a Special Resolution if it is passed by a majority of not less than three-quarters of such members entitled under the rules to vote, as may be present in person at any General Meeting, of which notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with those rules.

***Where the Model Rules are adopted in their entirety and no other rules are added, the Secretary need only lodge a copy of the Special Resolution where by those rules were adopted and advise the insertions to clauses 1, 2, 3, 4, and 30.

ORDER OF THE EASTERN STAR



Home for the Aged

59 Wellington Street, Clayfield, 4011

Office 262 5436

men & Tozer
O.Box 388
BANE, 4001.

25th April, 1991.

Attention: Mr. Ross McTaggart

Mr. McTaggart,

ve been requested by Mrs. A. Togne, to forward to
an extract from the Minute of the Order of the
ern Star Homes for the Aged Committee Meeting held
layfield on Friday, 19th April, 1991, and am pleased
submit the following information.

ness: Incorporation -

"To expedite this situation the following
tions were elected on the MOTION of Mrs. D.Stewart
NDED by Mrs. M. Robar, after a letter from Mrs. K.
hall was read accepting nomination -

President	Mrs. A. Togne
Vice-President	Mrs. M. Lavaring
Secretary	Mrs. K. Marshall
Treasurer	Mrs. F. Smith
Other	Mrs. K. Leveritt

ting the above meets your requirement.

s faithfully,

K.M. Marshall

een Marshall,
r of the Eastern Star Homes
the Aged Committee.

File 01



(2)

Appl. 9517

239 6786

Mr Clarke

29 April, 1991

Your Reference: RM:JB:91217

Dear Mr McTaggart,

Associations Incorporation Act 1981 - 1990

Reference is made to the application for incorporation of the Order of the Eastern Star Home for the Aged under the provision of the abovementioned Act.

The application and rules have been perused and the following matters require attention:-

1. As pages 3 and 4 of the original application form were not signed by the applicant, Mr R.K. McTaggart, please complete the enclosed blank pages 3 and 4 in full.
2. An extension of 2 weeks has been granted so the matter relating to the size of the Association's Management Committee can be resolved.

To enable the application to receive further consideration please ensure the above matters are attended to within twenty-one (21) days of the date of this letter, otherwise it will be assumed that it is not proposed to proceed with the application.

Please note that it is not necessary to submit a new set of rules as a letter setting out the above amendments will be sufficient.

Please quote the above reference in your reply.

Yours faithfully,

P.C.

for Director-General.

Mr R K McTaggart
C/- Stephens & Tozer
Solicitors
GPO Box 388
BRISBANE QLD 4001

957

Your Ref: MR. CLARKE
Our Ref: RM:JB:91217

19 April 1991

The Director General
Department of Justice
and Corrective Services
DX 40168
UPTOWN
BRISBANE



Partners:

Ross K. McTaggart
Glendon F. Young
Geoffrey R. Funnell
William L. LeMass LL.B.
Christine J. Vachon LL.B.

Consultant:

A.G. Prentice B.A., LL.B.

Dear Sir,

**RE: THE ASSOCIATIONS' INCORPORATION ACT AND
ORDER OF THE EASTERN STAR**

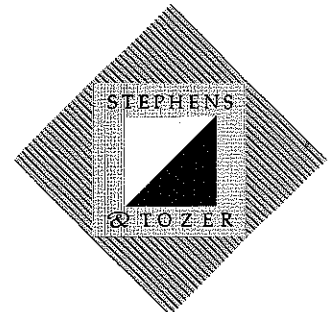
We refer to your letter of the 5th April, 1991. We reply to your letter as follows:-

1. The abbreviation "Inc" is to form part of the Association's proposed incorporated name in Clause 1.
2. An amended Form 1 signed by the writer is enclosed.
3. We are still awaiting our client's instructions on this matter.
4. The Association only has ordinary membership.

Would you please allow an extension of time past the 21 days referred to in your letter to enable us to consider and reply to item 3.

Yours faithfully

Encl.



SOLICITORS
Est. 1904

Address:

Level 4,
Primary Producers House,
183 North Quay,
Brisbane. 4000

Postal Address:

Box 388 GPO
Brisbane 4001
DX 40136, Brisbane

Telephone No. 236 1466

STD 07

Facsimile No. 236 1512



QUEENSLAND
ASSOCIATIONS INCORPORATION ACT 1981 - 1988
(Section 9)
(Regulation 6)

APPLICATION FOR INCORPORATION

Mr
Mrs
I, Miss

(given names first - surname in BLOCK letters)

of
(residential address) Telephone

Business:.....

Residential:.....

being a person appointed in accordance with section 8(2) of the Associations
Incorporation Act 1981-1988 by the members of the association hereinafter mentioned,
I hereby make application for the incorporation of:

.....
(present full name of association for which incorporation is required)

as*Incorporated/Inc.
(1st choice)

.....*Incorporated/Inc.
(2nd choice)

.....*Incorporated/Inc.
(3rd choice) * (Delete whichever
is inapplicable)

NOTE: Where more than one choice is given, incorporation will be effected in the
first available name without further reference to the association.

The following information is supplied:-

- (a) The date the association came into existence:
- (b) The association *is/is not a branch of another association:
If a branch, please advise: (1) The name of the controlling body:
.....
(2) Corporate status of the controlling body:
- (c) The date the association's financial year ends:
- (d) The postal address of the association:
.....
- (e) The address where the books of account and records of the association are kept:
.....
- (f) The name and address of the bank or permanent building society at which the
funds of the incorporated association are to be deposited:
.....

*Delete whichever
is inapplicable.

The Director-General
Department of Justice and Corrective Services
Associations Incorporation Section
GPO Box 1638
BRISBANE QLD 4001

OFFICE USE ONLY

Appl.No.

Date

Amount

Receipt No.

Initials

(g) The names, addresses, occupations and signatures of the present Management Committee are hereunder:-

[illegible]

- (h) The present number of members of the association is
- (i) The principal activity of the association is
.....
- (j) The association *is/is not registered under the Industrial Conciliation and Arbitration Act as a union of employers or employees.
- (k) The association *does/does not intend to be registered under the Industrial Conciliation and Arbitration Act as a union of employers or employees.
- (l) The association *is/is not a licensed club under the Liquor Act.

Accompanying this application are -

- (i) a Statutory Declaration verifying the passing of resolutions referred to in sub-sections (1) and (2) of section 8 of the Associations Incorporation Act 1981-1988, refer page 4; **
- (ii) a copy of the proposed rules of the association; ***
- (iii) (where the applicant association is a branch of an incorporated association) the consent in writing of that incorporated association to the making of this application.
- (iv) a copy of the last annual report and statement of the financial affairs of the association;
- (v) details of all land and improvements owned or proposed to be acquired by the association;
- (vi) the names and present addresses of all trustees registered as proprietors of any land owned by the association. If any such trustee is deceased or incapable of acting or unwilling to act, full details should be provided; and
- (vii) the fees prescribed in the Second Schedule to the Associations Incorporation Regulations 1982.

Dated at this day of, 19 ..

.....
Signature of Applicant

*Delete whichever is inapplicable.

****PLEASE NOTE: SPECIAL RESOLUTION**

For the purposes of this Act, a resolution is a Special Resolution if it is passed by a majority of not less than three-quarters of such members entitled under the rules to vote, as may be present in person at any General Meeting, of which notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with those rules.

***Where the Model Rules are adopted in their entirety and no other rules are added, the Secretary need only lodge a copy of the Special Resolution where by those rules were adopted and advise the insertions to clauses 1, 2, 3, 4, and 30.

ORGANISATION NUMBER

P	3	2	1	7	1	3	5	1
---	---	---	---	---	---	---	---	---

NAME TYPE:

ASSNFILE NO. APPL 9517PROPOSED NAME (in block letters):

STAR GARDENS ORDER OF THE EASTERN STAR
HOMES FOR THE AGED INC

COMMENTS

THE NAME

☐ IS

AVAILABLE

☒ IS NOTDATE:

9/4/91

.....
M. Longhore

For Director-General.

Please note that it is not necessary to submit a new set of rules as a letter setting out the above amendments will be sufficient.

Please quote the above reference in your reply.

Yours faithfully,

P.C.

for Director-General.

Associations Incorporation Regulations 1982

THIRD SCHEDULE

Part A

MANDATORY RULES

MR=Model Rule



1. The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times 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 Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding 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.

MR 24(10)

2. Subject to the provisions of the Associations Incorporation Act, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting. Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director General, Department of Justice and Corrective Services, Brisbane

MR 26

3. The income and property of the Association whencesover derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.

MR 28(10)

Part B

MATTERS TO BE PROVIDED FOR IN RULES

1. The name of the incorporated association. MR 1
2. The objects of the incorporated association. MR 2
3. The classes of membership of the incorporated association, the manner of determining admission to each class of membership and whether such membership is limited or unlimited in numbers. MR 4(1)
MR 7(1)
MR 4(2)
4. The membership or other fees (if any) to be paid by the members of each class of membership of the incorporated association. MR 6
5. Whether or not there is a right of rejection or termination of membership and if so, the manner of determining same. MR 7 & 8
6. Whether or not there is a right of appeal against rejection or termination of membership and if so, the manner of such appeal. MR 9
7. The manner in which the Register of Members shall be kept. MR 10

Associations Incorporation Regulations 1982

MR=Model Rule



33

8. In relation to the Management Committee—
 - (a) the designation of the positions which shall comprise the Management Committee and the manner of election or appointment of members to such positions; MR 11
 - (b) the term of office of the members of the Management Committee; MR 11(2), 20(2)(c)
 - (c) the resignation of members of the Management Committee; MR 12
 - (d) the manner of removal from office of members of the Management Committee, whether or not there is a right of appeal therefrom and if so, the manner of such appeal; MR 12 & 23(2)
 - (e) the manner of filling of casual vacancies occurring on the Management Committee; MR 13
 - (f) the frequency of meetings of the Management Committee, the manner of calling such meetings and the requisite notices thereof; MR 15(1)
MR 15(2)
MR 15(6)
 - (g) the procedure to be adopted at meetings of the Management Committee and the size of the quorum thereof; and MR 15(4, 7, 8)
MR 15(3)
 - (h) the functions and powers of the Management Committee. MR 14
9. In relation to general meetings of the incorporated association—
 - (a) the requisite basis necessary for convening such meetings; MR 21
 - (b) the procedure to be adopted at such meetings and the size of the quorums thereof; and MR 24
MR 22(1)
 - (c) the manner of calling such meetings. MR 23
10. The form, custody and use of the Common Seal of the incorporated association. MR 27
11. The manner in which the income and property of the incorporated association is to be managed and, in particular, the mode of drawing and signing cheques for and on behalf of the incorporated association. MR 28(1)-(7)
12. The preparation of a statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the incorporated association for each financial year and the presentation of the same, after audit, to the members. MR 28(8)
MR 20(2)(a)
13. The frequency at which the financial affairs of the incorporated association are to be audited and the presentation of an auditor's report to the members. MR 28(8)
MR 20(2)(b)
14. The custody of the books, documents, instruments of title and securities of the incorporated association. MR 29
15. The closing date of the financial year of the incorporated association. MR 30
16. Distribution of surplus assets on winding up. MR 31

- 1? on M.C. of 12 members.
- signatures.
- Inc or Incorporated
- ~~trustees?~~

Your Ref: G.C. Schott
Our Ref: RM:JB 91217:

9517

Ref No	157888
Amount	\$ 54.50
Date	2-4-91
Acc.	RB

27 March 1991

The Under Secretary
Department of Justice
GPO Box 1638
BRISBANE Q 4001.

Partners:
Ross K. McTaggart
Glendon F. Young
Geoffrey R. Funnell
William L. LeMass LL.B.
Christine J. Vachon LL.B.

Consultant:
A.G. Prentice B.A.,LL.B.

Dear Sir,

ORDER OF THE EASTERN STAR HOME FOR THE AGED

We enclose herewith the following documents:-

- 1) Form 1 Application for Incorporation (including list of members)
- 2) Our client's cheque in your favour for \$54.50
- 3) Balance Sheet dated 30.06.90
- 4) President's report dated 03.11.90
- 5) List of Insertions to the Model Rules

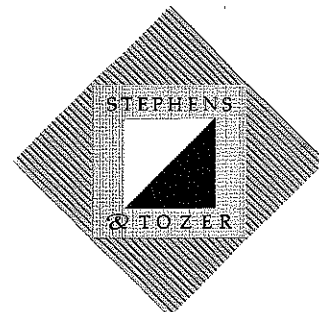
We advise that the Association is prepared to adopt the model rules.

We advise that the Association is the registered proprietor of its own property at 59 Wellington Street, Clayfield which is described as Lot 3 on Registered Plan No. 69185, County of Stanley, Parish of Toombul, containing an area of 2 roods 28.26 perches contained in Certificate of Title Volume 2916 Folio 229.

We await your advices regarding incorporation.

Yours faithfully

Encl.



SOLICITORS
Est. 1904

Address:

Level 4,
Primary Producers House,
183 North Quay,
Brisbane. 4000

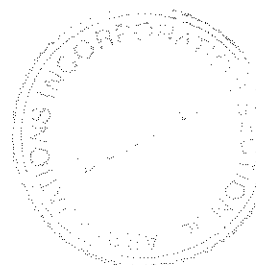
Postal Address:

Box 388 GPO
Brisbane 4001
DX 40136, Brisbane

Telephone No. 236 1466

STD 07

Facsimile No. 236 1512



- twelve (12)
- (h) The present number of members of the association is
- (i) The principal activity of the association is to provide residential accommodation and care for the frail aged.
- (j) The association ~~is~~ is not registered under the Industrial Conciliation and Arbitration Act as a union of employers or employees.
- (k) The association ~~does~~ does not intend to be registered under the Industrial Conciliation and Arbitration Act as a union of employers or employees.
- (l) The association ~~is~~ is not a licensed club under the Liquor Act.

Accompanying this application are -

- (i) a Statutory Declaration verifying the passing of resolutions referred to in sub-sections (1) and (2) of section 8 of the Associations Incorporation Act 1981-1988, refer page 4; **
- (ii) a copy of the proposed rules of the association; ***
- (iii) (where the applicant association is a branch of an incorporated association) the consent in writing of that incorporated association to the making of this application.
- (iv) a copy of the last annual report and statement of the financial affairs of the association;
- (v) details of all land and improvements owned or proposed to be acquired by the association;
- (vi) the names and present addresses of all trustees registered as proprietors of any land owned by the association. If any such trustee is deceased or incapable of acting or unwilling to act, full details should be provided; and
- (vii) the fees prescribed in the Second Schedule to the Associations Incorporation Regulations 1982.

Dated at ^{BRISBANE} this day of, 19 ..

.....
Signature of Applicant

*Delete whichever is inapplicable.

****PLEASE NOTE: SPECIAL RESOLUTION**

For the purposes of this Act, a resolution is a Special Resolution if it is passed by a majority of not less than three-quarters of such members entitled under the rules to vote, as may be present in person at any General Meeting, of which notice specifying the intention to propose the resolution as a Special Resolution was given in accordance with those rules.

***Where the Model Rules are adopted in their entirety and no other rules are added, the Secretary need only lodge a copy of the Special Resolution where by those rules were adopted and advise the insertions to clauses 1, 2, 3, 4, and 30.

INSERTIONS TO THE MODEL RULES

Clause 1 The name of the incorporated association shall
be..... STAR GARDENS ORDER OF THE EASTERN STAR
 HOMES FOR THE AGED

(in these rules called "the Association")

Clause 2 The objects for which the Association is
established are:-.....
 the establishment of a home to provide
 residential accommodation and care for the
 frail aged

(are additional pages attached YES/NO)

Clause 3(1) To take over the funds and other assets and the
liabilities of the present unincorporated
association known as the "ORDER OF THE EASTERN
 STAR HOME FOR THE AGED
 "

Clause 4(1) The membership of the Association shall consist
of ordinary members, and any of the following
classes of members:-
(a)
(b)
(c)
(d)

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

GRAND CHAPTER OF QUEENSLAND.
HOMES FOR THE AGED COMMITTEE.
REPORT NUMBER 3 NOVEMBER 1990.

The Home at Clayfield has been operating quite successfully since the last report. Mr Bruce Quelch the administrator has been gradually taking over the management of the Home and is now in control subject to the overall direction of the committee. Sister Gardiner Acting D.O.N. is in overall charge of the medical care of the residents and a close and caring relationship has been established between the two.

All applicants for admission into the Home are now interviewed to assess their suitability to the type of care that can be provided within the limits of the Home and the Nursing staff. Some changes have been made to staff rosters and a fully qualified Sister is now on duty 24 hours a day. The Sisters sitting room has been made into the D.O.N.'s office complete with telephone and it is proposed to establish a reception desk in the entrance area.

After complaints of a "Smell of Burning" it was found necessary to have some of the rooms rewired as the rubber insulation had disintegrated, one point in the pan room was leaking 90 volts, some new light fittings have also been installed. Three rooms have been repainted and new carpets fitted in two, the remaining room with vinyl floor covering has been measured for carpet.

The washing lines are being relocated and some form of screen constructed and suitable garden beds laid out at the top of the drive way to improve the visual aspect of the approaches to the Home. The front steps have been converted to a half ramp for access for wheel chairs. New tablecloths and napkins have been obtained for the dining room and microwave ovens installed both upstairs and downstairs to enable hot food to be kept hot. An outdoor setting of a table and four chairs with umbrella has been purchased to enable the ladies to be seated outside.

It is sad to report that two deaths have occurred, one in each of the Nursing Home and Hostel, one resident has been transferred to the nursing home, one to Sandgate and one to hospital with the possibility of not returning. At this time there are no vacancies.

New trustees have been recommended for the land at Clayfield and on their registration with the appropriate government departments steps can be finalised for the purchase of a site on which to erect alternative accommodation

An offer has been made for land at Beaudesert and the return of the vendor from overseas is awaited before details of acceptance can be obtained. Preliminary plans have been prepared by the architects, some copies are available for examination. The frame is rather limiting as to obtain the Federal Government subsidy for the building construction must commence before the end of current financial year (June 1991)

Arthur W. Leveritt.
Grand Secretary.

Your Ref:
Our Ref: RM:JB:902197

30 May 1991

The Officer in Charge,
Charities Sub-Program,
Department of Justice
and Corrective Services,
PO Box 1638
BRISBANE QLD 4001

Dear Sir,

**STAR GARDENS ORDER OF THE EASTERN STAR
HOMES FOR THE AGED INC**

We act on behalf of the above organisation which has recently
been incorporated under No. 1A8841.

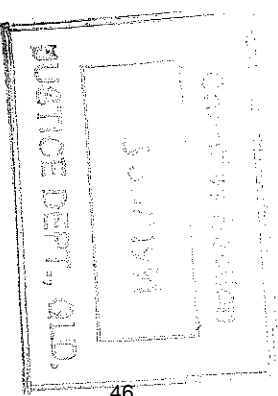
Previously our client was known as Order of the Eastern Star,
Home for the Aged and it was registered as a charity, pursuant to
Certificate of Registration No. 388.

On instructions from the Department we enclose herewith the old
Certificate of Registration as a charity to enable a new Certificate
to be issued in the name of our client as incorporated. Would
you kindly forward the new Certificate to our office.

Yours faithfully

Stephen A. Joyce

Encl.

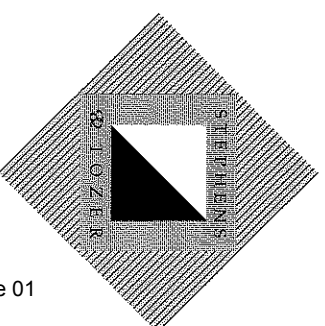


Partners:

Ross K. McTaggart
Glendon F. Young
Geoffrey R. Funnell
William L. LeMass LL.B.
Christine J. Vachon LL.B.

Consultant:

A.G. Prentice B.A., LL.B.



SOLICITORS

Est. 1904

Address:

Level 4,
Primary Producers House,
183 North Quay,
Brisbane. 4000

Postal Address:

Box 388 GPO
Brisbane 4001
DX 40136, Brisbane

Telephone No. 236 1466
STD 07
Facsimile No. 236 1512



"The Collections Act of 1966"

CERTIFICATE OF REGISTRATION

No. 388

I, PETER ROYLANCE DELAMOTHE
the Minister for Justice and Attorney-General for the State of Queensland, in pursuance of
the provisions of "The Collections Act of 1966," hereby certify that

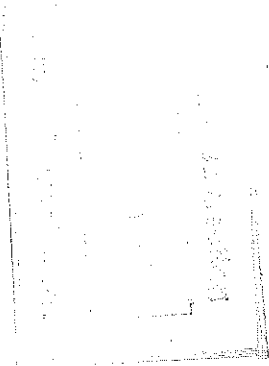
ORDER OF THE EASTERN STAR, HOME FOR AGED

is registered as a charity under and for the purposes of the Act.

Dated at Brisbane, this First day of October, 1967.

Peter R. Delamothé

Minister for Justice and
Attorney-General



10029.KT

CH 388

239 6076

Clerk

Charities

48

11 June 1991

Your Ref: RM:JB:902197

Gentlemen,

Collections Act 1966 - 1990

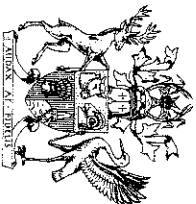
Please find enclosed Certificate of Registration No. 388 in the name of Star Gardens Order of the Eastern Star Homes for the Aged Inc dated 11 June, 1991.

Yours faithfully,



for Director-General

Messrs Stephens & Tozer
Solicitors
G P O Box 388
BRISBANE QLD 4001



Form No. 3

Collections Act 1966-1981
(Regulation 7 (3))

CERTIFICATE OF REGISTRATION

No. 388

GLEN RICHARD MILLINER

Corrective Services

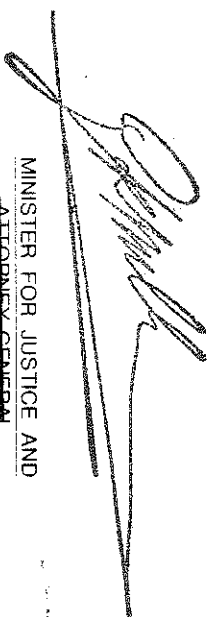
I, for the State of Queensland, in pursuance of the provisions of the Collections Act 1966-1981 hereby certify that

STAR GARDENS ORDER OF THE EASTERN STAR HOMES FOR THE AGED INC

is registered as a charity under and for the purposes of the Act. This Association was registered as Order of the Eastern Star, Home for the Aged on 1 October, 1967. Incorporation under the provisions of the Associations Incorporation Act 1981 - 1990 was granted on 22 May, 1991

File 01

Dated at Brisbane, this eleventh day of June, 1991



MINISTER FOR JUSTICE AND

ATTORNEY GENERAL

CORRECTIVE SERVICES

Subject to the Constitution and Laws of South Brisbane District Grand
Grand Chapter representing the Supreme Grand Chapter of Scotland, Order of the Eastern
Star, the following shall be the rules governing the Committee appointed by South Brisbane
District Grand Chapter to raise funds for the proposed Home for aged members.

81 MAY 1957

The Committee on the
of the Eastern Star
Act

1. NAME. The name of the organisation shall be Order of the Eastern Star, Aged Members Home.
2. OBJECTS. The objects of the charity shall be to raise funds for the erection and maintenance of Home for aged Members.
3. MEMBERSHIP. Members of O.E.S. interested in the Proposed Home shall be eligible for Membership.
4. MANAGEMENT. The Management of the Charity shall be vested in a Committee consisting of the office-bearers and eight other members with power to add.
5. OFFICE BEARERS. The office-bearers shall be elected at the Annual General Meeting and shall consist of President, Secretary and Treasurer and such others as shall be decided at the Annual General Meeting. Any office becoming vacant may be filled by the Committee until the next Annual General Meeting.
6. FINANCIAL YEAR. The financial year shall conclude on 30th April of each year.
7. ANNUAL GENERAL MEETING. The Annual General Meeting of Members shall be held during the month of July in each year, when the Annual Report and Balance Sheet shall be presented.
8. QUORUM. At the Annual General Meeting a quorum shall be Twelve members and at a Committee Meeting five members.
9. NOTICE OF MEETING. In order that a General or Special Meeting may be properly convened the Secretary shall give at least seven days clear notice of the intention to convene a meeting to all members.
10. FUNDS. The funds of the organisation shall be banked in the name of the charity, ORDER OF THE EASTERN STAR, Aged Members Home, with any two of the President, Secretary and Treasurer authorised to operate thereon.
11. ACCOUNTS. The accounts shall be presented and passed for payment at a Committee Meeting.
12. AUDIT. The Auditor or Auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books etc and furnish a report thereon at the Annual Meetings. Audits shall be conducted at regular intervals of Twelve months.
13. DISSOLUTION. The charity shall be dissolved in the event of the membership being less than seven persons, or upon the vote of a three-fourths majority of the members present at a Special Meeting convened to consider such question. Upon dissolution assets and funds on hand may after payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a majority of the members present at a General Meeting may decide.
14. AMENDMENT OF RULES. These rules may be amended at a General Meeting or Special Meeting convened for the purpose.

We the undersigned certify that the above is a true and correct
copy of the Rules of the O.E.S. Aged Members' Home Committee as
adopted by a majority of members present at a Meeting held on
30th April, 1957.

Norm. Dolie.....PRESIDENT

Wm. J. Smith.....SECRETARY

(c) likely to be properly administered? Yes.

(7) Is the purpose of the charity already covered by any other charity or charities operating in the district. No.

(8) Mrs. Annie Burns MacLioson DOBIR, 30 Pine Street, Hamilton, Clerk, President. IVY STREET, 35 Gold Street, Ashgrove, Secretary, and Florence Trevelline KINGS, 47 Marsh Street, Cannon Hill, Treasurer. The last two mentioned persons do not reside within this Police Division and no information is available here regarding them.

(9) As a result of my inquiries I consider that Mrs. Dobie is a fit and proper person to be entrusted with the raising and distribution of funds for charitable purposes.

Correspondence herewith.

Sir, Submitted:

J. Kelly
J. Kelly
Sgt. Const. No. 4146

H. N. Smith
H. N. Smith.
Sergt. 2/C 3491.
26/6/57.

3622

3rd June, 1957.

The Under Secretary,
Department of Health & Home Affairs,
BRISBANE.

Dear Sir,

re "The Charitable Collections Act of 1952"

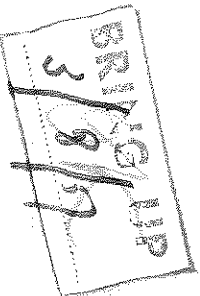
This Department has received an application from an association called 'The Order of the Eastern Star Aged Member's Home' seeking registration under the abovementioned Act. A copy of the constitution forwarded with the application is enclosed herewith.

A report on the organisation is presently being obtained.

Before proceeding with the application the Department would appreciate your advice regarding same.

Yours Faithfully,

for Under Secretary.



26th August

7.

3882

C. 3622.

ORDER OF THE EASTERN STAR AGED MEMBERS HOME.

3410

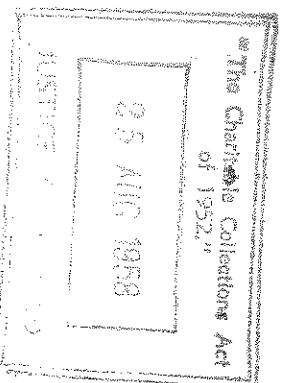
A handwritten signature in dark ink, appearing to be 'P. J. M.', is written over a faint circular stamp.

Subject to the Constitution and Laws of South Brisbane District Grand Chapter representing the Supreme Grand Chapter of Scotland, Order of the Eastern Star, the following shall be the rules governing the Committee appointed by South Brisbane District Grand Chapter to raise funds for the proposed Home.

1. NAME. The name of the organisation shall be Order of the Eastern Star, Home for Aged.
2. OBJECTS. The objects of the charity shall be to raise funds for the erection and maintenance of Home for Aged.
3. MEMBERSHIP. Members of O.E.S. interested in the Proposed Home shall be eligible for Membership.
4. MANAGEMENT. The Management of the Charity shall be vested in a Committee consisting of the office-bearers and eight other members with power to add.
5. OFFICE BEARERS. The office-bearers shall be elected at the Annual General Meeting and shall consist of President, Secretary and Treasurer and such others as shall be decided at the Annual General Meeting. Any office becoming vacant may be filled by the Committee until the next Annual General Meeting.
6. FINANCIAL YEAR. The financial year shall conclude on 30th April of each year.
7. ANNUAL GENERAL MEETING. The Annual General Meeting of Members shall be held during the month of July in each year, when the Annual Report and Balance Sheet shall be presented.
8. QUORUM. At the Annual General Meeting a quorum shall be Twelve Members and at a Committee Meeting five members.
9. NOTICE OF MEETING. In order that a General or Special Meeting may be properly convened the Secretary shall give at least seven days clear notice of the intention to convene a meeting to all members.
10. FUNDS. The funds of the organisation shall be banked in the name of the charity, ORDER OF THE EASTERN STAR, Home for Aged, with any two of the President, Secretary and Treasurer authorised to operate thereon.
11. ACCOUNTS. The accounts shall be presented and passed for payment at a Committee Meeting.
12. AUDIT. The Auditor or Auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books etc and furnish a report thereon at the Annual Meetings. Audits shall be conducted at regular intervals of twelve months.
13. DISSOLUTION. The charity shall be dissolved in the event of the membership being less than seven persons, or upon the vote of a three-fourths majority of the members present at a Special Meeting convened to consider such question. Upon dissolution assets and funds on hand may after payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a majority of the members present at a General Meeting may decide.
14. AMENDMENT OF RULES. These rules may be amended at a General Meeting or Special Meeting convened for the purpose.

Subject to the Constitution and Laws of South Brisbane District Grand Chapter representing the Supreme Grand Chapter of Scotland, Order of the Eastern Star, the following shall be the rules governing the Committee appointed by South Brisbane District Grand Chapter to raise funds for the proposed Home.

1. NAME. The name of the organisation shall be Order of the Eastern Star, Home for Aged.
2. OBJECTS. The objects of the charity shall be to raise funds for the erection and maintenance of Home for Aged.
3. MEMBERSHIP. Members of O.E.S. interested in the Proposed Home shall be eligible for Membership.
4. MANAGEMENT. The Management of the Charity shall be vested in a Committee consisting of the office-bearers and eight other members with power to add.
5. OFFICE BEARERS. The office-bearers shall be elected at the Annual General Meeting and shall consist of President, Secretary and Treasurer and such others as shall be decided at the Annual General Meeting. Any office becoming vacant may be filled by the Committee until the next Annual General Meeting. *Afterwards, placement determined by decision of Committee or officers for 3 years*
6. FINANCIAL YEAR. The financial year shall conclude on 30th April of each year.
7. ANNUAL GENERAL MEETING. The Annual General Meeting of Members shall be held during the month of July in each year, when the Annual Report and Balance Sheet shall be presented.
8. QUORUM. At the Annual General Meeting a quorum shall be Twelve Members and at a Committee Meeting five members.
9. NOTICE OF MEETING. In order that a General or Special Meeting may be properly convened the Secretary shall give at least seven days clear notice of the intention to convene a meeting to all members.
10. FUNDS. The funds of the organisation shall be banked in the name of the charity, ORDER OF THE EASTERN STAR, Home for Aged, with any two of the President, Secretary and Treasurer authorised to operate thereon.
11. ACCOUNTS. The accounts shall be presented and passed for payment at a Committee Meeting.
12. AUDIT. The Auditor or Auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books etc and furnish a report thereon at the Annual Meetings. Audits shall be conducted at regular intervals of twelve months.
13. DISSOLUTION. The charity shall be dissolved in the event of the membership being less than seven persons, or upon the vote of a three-fourths majority of the members present at a Special Meeting convened to consider such question. Upon dissolution assets and funds on hand may after payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a majority of the members present at a General Meeting may decide.
14. AMENDMENT OF RULES. These rules may be amended at a General Meeting or Special Meeting convened for the purpose.



RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

	Balance as per previous Balance-sheet	£
Add.	Excess income for year ended	£
	or,	
Deduct.	Excess expenditure for the year ended	£
		£
Add.	Capital adjustments (if any) (Detail in space below.)	£
		£
Deduct.	Capital adjustments (if any) (Detail in space below.)	£
		£
	Balance as per Balance-sheet over page	£

(Detail Capital adjustments hereunder.)

RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

	Balance as per previous Balance-sheet	£
Add.	Excess income for year ended	£
	or,	
Deduct.	Excess expenditure for the year ended	£
Add.	Capital adjustments (if any)	£
	(Detail in space below.)	£
Deduct.	Capital adjustments (if any)	£
	(Detail in space below.)	£
	Balance as per Balance-sheet over page	£

(Detail Capital adjustments hereunder.)

See Income & Expenditure Account and Balance Sheet hereto annexed and marked with the letters "A" and "B" respectively.

THE CHARITABLE COLLECTIONS ACT OF 1952.

ORDER OF THE EASTERN STAR - HOME FOR THE AGED (Charity)

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th April 1964

EXPENDITURE.					INCOME.					Cr.				
Dr.														
To Administrative Charges—Salaries and Wages (administrative) ..	£	s.	d.	£	s.	d.	By Collections (gross)	£	s.	d.	£	s.	d.	
Advertising							Less direct expenses ..							
Printing and Stationery							Entertainments, Functions, etc., (gross)							
Postages							Less direct expenses ..							
							Appeals (gross) ..							
							Less direct expenses ..							
							Art Unions (gross) ..							
							Less direct expenses ..							
							Donations							
Expenditure in furtherance of objects—Salaries and wages (non-administrative) ..							Government Aid or Subsidies							
							Municipal Aid or Subsidies							
							Members' Subscriptions							
							Patients' Fees or Contributions							
Other (give details)							Other Income—							
Special and Capital Expenditure—														
Balance (excess of income over expenditure) ..	£						Balance (excess of expenditure over income) ..	£						

As per audited Income and Expenditure Account hereto annexed marked "A".

BALANCE-SHEET AS AT 30th April 1964.

LIABILITIES.				ASSETS.			
	£	s.	d.		£	s.	d.
Sundry Creditors				Cash on hand			
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ..				Cash at Bank (as per Bank certificate and Reconciliation attached) ..			
Accrued Expenses				Sundry Debtors			
Mortgage				Invested Funds and Securities			
Loans or Advances (secured by)				Land and Buildings			
Special Funds				Plant			
Accumulated Funds (Excess of Assets over Liabilities)				Furniture and Fittings			
				Prepaid Expenses			
(SEE BACK HEREOF)				Income accrued due			
Total	£			Total	£		

As per audited Balance Sheet hereto annexed and marked "A".

AUDIT CERTIFICATE.—I/We have examined the books, vouchers, and documents of the Order of the Eastern Star Home for the Aged and hereby certify that the above Income and Expenditure Account and Balance-sheet are in accordance therewith and are correct.

Date 5th June, 1964

Auditors. }
Auditors. A.R.S.A.
Public Accountant

THE CHARITABLE COLLECTIONS ACT OF 1952.

ORDER OF THE EASTERN STAR - Home for the Aged

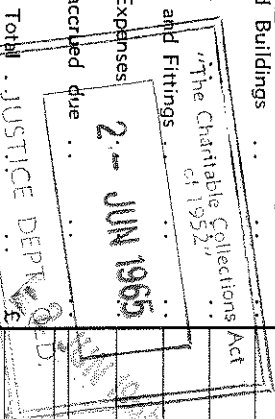
(Charity)

HOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th April 1965

EXPENDITURE.					INCOME.					Cr.
Dr.										
To Administrative Charges— Salaries and Wages (administrative) ..	£	s.	d.		By Collections (gross)	£	s.	d.		
Advertising					Less direct expenses ..					
Printing and Stationery					Entertainments, Functions, etc. (gross)					
Postages					Less direct expenses ..					
					Appeals (gross) ..					
					Less direct expenses ..					
					Art Unions (gross) ..					
					Less direct expenses ..					
Expenditure in furtherance of objects— Salaries and wages (non-administrative)					Donations					
					Government Aid or Subsidies					
					Municipal Aid or Subsidies					
					Members' Subscriptions					
					Patients' Fees or Contributions					
Other (give details)					Other Income—					
As per Income and Expenditure Accounts attached hereto and marked "A".										
Special and Capital Expenditure—										
Balance (excess of Income over Expenditure) ..	£				Balance (excess of Expenditure over Income) ..				£	

BALANCE-SHEET AS AT 30th April, 1965.

LIABILITIES.				ASSETS.			
£	s.	d.	£	£	s.	d.	£
Sundry Creditors ..				Cash on hand ..			
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ..				Cash at Bank (as per Bank certificate and Reconciliation attached) ..			
Accrued Expenses ..				Sundry Debtors ..			
Mortgage ..				Invested Funds and Securities ..			
As per Balance Sheet hereto annexed and marked "A".				Land and Buildings ..			
Loans or Advances (secured by ..)				Plant ..			
Special Funds ..				"The Charitable Collections Act of 1952" ..			
Accumulated Funds (Excess of Assets over Liabilities) ..				Furniture and Fittings ..			
(SEE BACK HEREOF)				Prepaid Expenses ..			
				Income accrued due ..			
Total ..			£	Total ..			£



ORDER OF THE EASTERN STAR have examined the books, vouchers, and documents of the Home for the Aged, and hereby certify that the above Income and Expenditure Account and Balance-sheet are in accordance therewith and are correct.

Date 26th May, 1965.

Auditors.

RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

	Balance as per previous Balance-sheet	£
Add.	Excess income for year ended	£
	or,	
Deduct.	Excess expenditure for the year ended	£
		£
Add.	Capital adjustments (if any)	£
	(Detail in space below.)	£
Deduct.	Capital adjustments (if any)	£
	(Detail in space below.)	
	Balance as per Balance-sheet over page	£

(Detail Capital adjustments hereunder.)

THE CHARITABLE COLLECTIONS ACT OF 1952.

Ref. No.

ORDER OF THE EASTERN STAR - HOME FOR THE AGED

(Charity)

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th April 1966

EXPENDITURE.				INCOME.				Cr.	
To Administrative Charges— Salaries and Wages (administrative) .. Advertising Printing and Stationery Postages				£	s.	d.	£	s.	d.
Expenditure in further- ance of objects— Salaries and wages (non-administrative)									
Other (give details)									
Special and Capital Expenditure—									
Balance (excess of Income over Ex- penditure) ..				£					

As per Audited Income and Expenditure Accounts hereto Annexed and marked "A".

BALANCE-SHEET AS AT 30th April, 1966.

LIABILITIES.		£	s.	d.	ASSETS.		£	s.	d.
As per Audited Balance Sheet hereto annexed and marked "B".									
Sundry Creditors					Cash on hand ..				
Bank Overdraft (as per Bank Certificate and Reconciliation attached)					Cash at Bank (as per Bank certificate and Reconciliation attached)				
Accrued Expenses ..					Sundry Debtors ..				
Mortgage ..					Invested Funds and Securities ..				
Loans or Advances (secured by ..)					Land and Buildings ..				
Special Funds ..					Plant ..				
Accumulated Funds (Excess of Assets over Liabilities) ..					Furniture and Fittings ..				
					Prepaid Expenses ..				
					Income accrued due ..				
(SEE BACK HEREOF)									
Total ..				£	Total ..				£

AUDIT CERTIFICATE.—I/We have examined the books, vouchers, and documents of the *Order of the Eastern Star Home for the Aged* and hereby certify that the above Income and Expenditure Account and Balance-sheet are in accordance therewith and are correct.

Auditors.

RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

Balance as per previous Balance-sheet	£ ..
Add. Excess income for year ended	£ ..
or, Deduct. Excess expenditure for the year ended	£ ..
Add. Capital adjustments (if any)	£ ..
(Detail in space below.)	£ ..
Deduct. Capital adjustments (if any)	£ ..
(Detail in space below.)	£ ..
Balance as per Balance-sheet over page	£ ..

(Detail Capital adjustments hereunder.)

NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE

Do not include office-bearers already furnished over page.

Name.	Address.

TRUSTEES.

Name.	Address.

PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary) *W.B. Jones*
 (If person submitting return is not Secretary, please state office.)

NAMES AND ADDRESSES OF THE MANAGEMENT COMMITTEE

Do not include office-bearers already furnished over page.

Name.	Address.

TRUSTEES.

Name.	Address.

PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

(If person submitting return is not Secretary, please state office.)

(C) 1997

TIME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th April 19 67

BALANCE-SHEET AS AT						30th April, 1967.	
LIABILITIES.			\$	c	ASSETS.		
Sundry Creditors					Cash on hand		
Bank Overdraft (as per Bank Certificate and Reconciliation attached)					Cash at Bank (as per Bank certificate and Reconciliation attached)		
Accrued Expenses					Sundry Debtors		
Mortgage					Invested Funds and Securities		
Loans or Advances (secured by)					Land and Buildings		
As per audited Balance Sheet					attached hereto.		
Special Funds					Plant		
Accumulated Funds (Excess of Assets over Liabilities)					Furniture and Fittings		
(SEE BACK HEREOF)					Prepaid Expenses		
Total					Income accrued due to The Charitable Collections Act of 1952		
					Total		

AUDIT CERTIFICATE.—/We have examined the books, vouchers, and documents of the Order of the Eastern Star and hereby certify that the above Income and Expenditure Accounts and Balance Sheet are in accordance therewith and are correct.

Date 3/21/1967

Auditors.

"THE COLLECTIONS ACT OF 1966"D E T E R M I N A T I O N

I, PETER ROYLANCE DELAMOTHE, the Minister for Justice and Attorney-General for the State of Queensland, in pursuance of the provisions of paragraph (b) of sub-section 4 of section 19 of "The Collections Act of 1966", hereby determine that ORDER OF THE EASTERN STAR, HOME FOR AGED

which is registered in the Register of Charities kept in pursuance of "The Charitable Collections Act of 1952", is a charity within the meaning of "The Collections Act of 1966".

Dated at Brisbane, this Eighth day of March, 1967.

Peter R. Delamothé

Minister for Justice

and

Attorney-General

"THE COLLECTIONS ACT OF 1966"

Initials

CIRCULAR DATED
12/12/66 SENT:

16. 12. 66

16

REMAINDER SENT:

CONSTITUTION
RECEIVED:

9. 1. 67

16

DETERMINATION:

CHARITY

COMMUNITY PURPOSE

OTHER PURPOSES

DATE OF
DETERMINATION:

24 FEB 1967

TO BE REGISTERED:

16

TO BE SANCTIONED:

REGISTRATION SENT:

SANCTION SENT:

Collections Act Form 20

AMENDED FORM

Queensland
Government

Annual return for charity or sanction

Collections Act 1966

This form is effective from 1 July 2016



3854130

ABN: 13 846 673 994

JIMBOOMBA AND DISTRICT HALL COMMITTEE INC
THE SECRETARY
5 SALES ST
JIMBOOMBA QLD 4280

Organisation Number: CP1867 (IA00987)
Financial Year End Date: 30 April 2018

JIMBOOMBA AND DISTRICT HALL COMMITTEE INC

Office Use Only
Date Received

You can either lodge online on the OFT website at www.qld.gov.au/fairtrading or complete and return this form.

Instructions to complete this form

Please use **BLOCK** letters when you fill out this form. All dates should be DD/MM/YYYY. Attach extra sheets if there is not enough space. If you need help completing this form, please contact the Office of Fair Trading (OFT) on 13 QGOV (13 74 68).

Lodgement Details
LU Number

9555456

No fee is payable

Privacy Statement

The Office of Fair Trading collects information, including personal information, on this form as required by the Collections Act 1966 and Collections Regulation 2008 to process your annual return. Your personal information will be placed on a register which may be inspected by the public upon payment of a prescribed fee. Any documents required by the Office of Fair Trading are available for inspection by the public upon payment of a prescribed fee. Additionally, information on this form can be disclosed without your consent where authorised or required by law. Under the Fair Trading Act 1989 information may also be shared on a confidential basis with other Australian fair trading agencies.

Part 1 - Organisation Details

New postal address

Complete only if address details have changed.

New Address

Suburb

State Postcode

Office bearers

Details of all persons having control of the organisation must be provided.

A post office box address is not acceptable.

Position held: ☐ President ☐ Secretary ☐ Treasurer ☐ Director
☐ Trustee ☐ Other

Full name

Address

Suburb

State Postcode

Position held: ☐ President ☐ Secretary ☐ Treasurer ☐ Director
☐ Trustee ☐ Other

Full name

Address

Suburb

State Postcode

Position held: ☐ President ☐ Secretary ☐ Treasurer ☐ Director
☐ Trustee ☐ Other

Full name

Address

Suburb

State Postcode

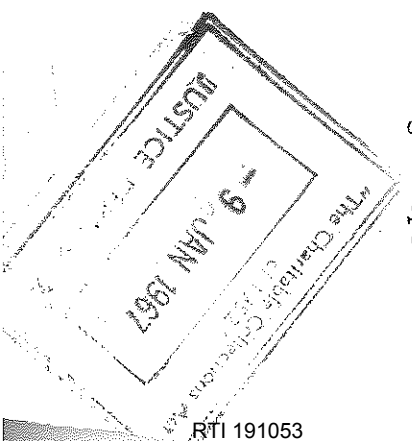
3622

Subject to the Constitution and laws of South Brisbane District Grand Chapter representing the Supreme Grand Chapter of Scotland, Order of the Eastern Star, the following shall be the rules governing the Committee appointed by South Brisbane District Grand Chapter to raise funds for the proposed Home.

1. NAME. The name of the organisation shall be Order of the Eastern Star, Home for Aged.
2. OBJECTS. The objects of the charity shall be to raise funds for the erection and maintenance of Home for Aged.
3. MEMBERSHIP. Members of O.E.S. interested in the Proposed Home shall be eligible for Membership.
4. MANAGEMENT. The Management of the Charity shall be vested in a Committee consisting of the office-bearers and eight other members with power to add.
5. OFFICE BEARERS. The office-bearers shall be elected at the Annual General Meeting and shall consist of President, Secretary and Treasurer and such others as shall be decided at the Annual General Meeting. Any office becoming vacant may be filled by the Committee until the next Annual General Meeting.
6. FINANCIAL YEAR. The financial year shall conclude on 30th April of each year.
7. ANNUAL GENERAL MEETING. The Annual General Meeting of Members shall be held during the month of July in each year, when the Annual Report and Balance Sheet shall be presented.
8. QUORUM. At the Annual General Meeting a quorum shall be Twelve Members and at a Committee Meeting five members.
9. NOTICE OF MEETING. In order that a General or Special Meeting may be properly convened the Secretary shall give at least seven days clear notice of the intention to convene a meeting to all members.
10. FUNDS. The funds of the organisation shall be banked in the name of the charity, ORDER OF THE EASTERN STAR, Home for Aged, with any two of the President, Secretary and Treasurer authorised to operate thereon.
11. ACCOUNTS. The accounts shall be presented and passed for payment at a Committee Meeting.
12. AUDIT. The Auditor or Auditors shall be elected at the Annual General Meeting. They shall examine all accounts, vouchers, receipts, books etc and furnish a report thereon at the Annual Meetings. Audits shall be conducted at regular intervals of twelve months.
13. DISSOLUTION. The charity shall be dissolved in the event of the membership being less than seven persons, or upon the vote of a three-fourths majority of the members present at a Special Meeting convened to consider such question. Upon dissolution assets and funds on hand may after payment of all expenses and liabilities, be handed over to such registered or exempted charity or charities as a majority of the members present at a General Meeting may decide.
14. AMENDMENT OF RULES. These rules may be amended at a General Meeting or Special Meeting convened for the purpose.

Sam Dolbe
President

F.E. Symon
Secy Secretary



Let. No 388

ORDER OF THE EASTERN STAR, HOME FOR AGED

1 - OCT 1967

PETER R. DELAMOTHE

THE COLLECTIONS ACT OF 1966

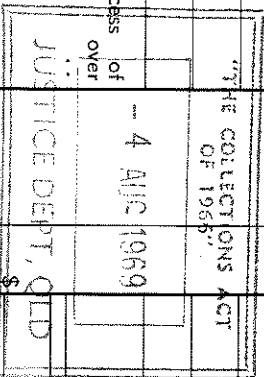
Form C 10.
Ref. No. Ch. 388

ORDER OF THE EASTERN STAR - HOME FOR THE AGED
INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30th April 1969

(Charity)

EXPENDITURE.				INCOME.			
To	\$	c	\$	By	\$	c	\$
Administrative Charges—				Collections (gross)			
Salaries and Wages (administrative) ..				Less direct expenses ..			
Advertising ..				Entertainments, Functions, etc. (gross)			
Printing and Stationery				Less direct expenses ..			
Postages ..				Appeals (gross) ..			
				Less direct expenses ..			
				Art Unions (gross) ..			
				Less direct expenses ..			
Expenditure in furtherance of objects—				Donations ..			
Salaries and wages (non-administrative)				Government Aid or Subsidies ..			
				Municipal Aid or Subsidies ..			
				Members' Subscriptions ..			
				Patients' Fees or Contributions ..			
Other (give details)				Other Income—			
Special and Capital Expenditure—							
Balance (excess of Income over Expenditure) ..							

As per copy of Income and Expenditure Accounts attached hereto marked "A".



BALANCE-SHEET AS AT, 19 ..

LIABILITIES.	\$	c	ASSETS.	\$	c
Sundry Creditors			Cash on hand ..		
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ..			Cash at Bank (as per Bank certificate and Reconciliation attached) ..		
Accrued Expenses			Sundry Debtors		
Mortgage ..			Invested Funds and Securities ..		
Loans or Advances (secured by ..)			Land and Buildings ..		
Special Funds ..			Plant ..		
Accumulated Funds (Excess of Assets over Liabilities) ..			Furniture and Fittings ..		
			Prepaid Expenses ..		
(SEE BACK HEREOF)			Income accrued due ..		
Total ..	\$		Total ..	\$	

AUDIT CERTIFICATE—We have examined the books, vouchers, and documents of the HOME FOR THE AGED and hereby certify that the above Income and Expenditure Account and Balance-sheet are in accordance therewith and are correct.

Date 28.7, 1969

Auditors: {
Auditors.

(For reconciliation of accumulated funds See Over)

RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

	Balance as per previous Balance-sheet	\$
Add.	Excess income for year ended	\$
	or,				
Deduct.	Excess expenditure for the year ended	\$
Add.	Capital adjustments (if any)	\$
	(Detail in space below.)				
					\$
Deduct.	Capital adjustments (if any)	\$
	(Detail in space below.)				
	Balance as per Balance-sheet over page	\$

(Detail Capital adjustments hereunder.)

EASTERN STAR HOME FOR THE AGED

Ref. No.: CH 388


INCOME

C.

Mr. Brown

There can be need to the
justice to treatment with the
spurs you are to complete
as beautiful.

ount hereto annexed

[illegible]

Bala
ir
p

BALANCE...

1971.

LIABILITIES.		\$	c	ASSETS.		\$	c
Sundry Creditors	Cash on hand
Bank Overdraft (as per Bank Certificate and Reconciliation attached)	Cash at Bank (as per Bank certificate and Reconciliation attached)
Accrued Expenses	Sundry Debtors
Mortgage	Invested Funds and Securities
Loans or Advances (secured by	(As per back heretof)
Special Funds	Land and Buildings
Accumulated Funds (Excess of Assets over Liabilities)	Furniture and Fittings
(SEE BACK HEREOF)				Prepaid Expenses
				Income accrued due
Total	\$		Total	\$	

AUDIT CERTIFICATE.—I have examined the books, vouchers, and documents of the.....
Home for the Aged and hereby certify that the above Income and Expenditure
 Order of the **Eastern Star** Account and Balance Sheet are in accordance therewith and are correct.

Date 25 7 1971.

Auditor.

THE COLLECTIONS ACT OF 1966

ORDER OF THE EASTERN STAR HOME FOR THE AGED
(Name of Association)

Ref. No. CH 388

INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED

30 APR 1971

EXPENDITURE:				INCOME:			
To Administrative Charges—Salaries and Wages (administrative) ..	\$	c	\$	By Collections (gross) ..	\$	c	\$
Advertising ..				Less direct expenses ..			
Printing and Stationery ..				Entertainments, Functions, etc. (gross) ..			
Postages ..				Less direct expenses ..			
				Appeals (gross) ..			
				Less direct expenses ..			
				Art Unions (gross) ..			
				Less direct expenses ..			
Expenditure in furtherance of objects—Salaries and Wages (non-administrative) ..				Donations ..			
				Government Aid or Subsidies ..			
				Municipal Aid or Subsidies ..			
				Members' Subscriptions ..			
Other (give details) ..				Balance (excess of Expenditure over Income) ..			
Special and Capital Expenditure—							
Balance (excess of Income over Expenditure) ..	\$				\$		

As per Income and Expenditure Account hereto annexed and marked with the letter "A"

BALANCE-SHEET AS AT 30th. April, 1971.

LIABILITIES.	\$	c	ASSETS.	\$	c
Sundry Creditors ..			Cash on hand ..		
Bank Overdraft (as per Bank Certificate and Reconciliation attached) ..			Cash at Bank (as per Bank certificate and Reconciliation attached) ..		
Accrued Expenses ..			Sundry Debtors ..		
Mortgage ..			Invested Funds and Securities .. (As per back hereof)		
Loans or Advances (secured by ..)			Land and Buildings ..		
Special Funds ..			Sheet hereto annexed and marked with the letter "B"		
Accumulated Funds (Excess of Assets over Liabilities) ..			Furniture and Fittings ..		
(SEE BACK HEREOF)			Prepaid Expenses ..		
			Income accrued due ..		
Total ..	\$		Total ..	\$	

AUDIT CERTIFICATE.—I have examined the books, vouchers, and documents of the Home for the Aged and hereby certify that the above Income and Expenditure Account and Balance-Sheet are in accordance therewith and are correct.

Auditor.

Date 20. 7. 1971.

Where the amount of Accumulated Funds appearing in the Balance-sheet differs from the amount stated for the preceding financial year, and the difference is not explained by the surplus or deficiency from the Income and Expenditure Account, an explanatory statement in the following form should be furnished.

Balance as per previous Balance-sheet	\$
Add. Excess income for year ended	\$
or, Deduct. Excess expenditure for the year ended	\$
Add. Capital adjustments (if any) (Detail in space below.)	\$
Deduct. Capital adjustments (if any) (Detail in space below.)	\$
Balance as per Balance-sheet over page	\$

DETAILS OF CAPITAL ADJUSTMENTS

With Whom Invested	Date of Maturity	Rate	Amount

RTI 191053

NAMES AND ADDRESSES OF THE GOVERNING BODY

Do not include office-bearers already furnished.

Name.

Address.

TRUSTEES.

Name.

Address.

PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.
-------	----------	---------	-----------------------------	-------------------

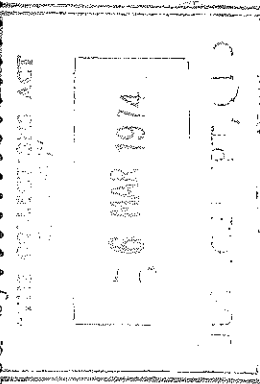
SIGNATURE

(Secretary)

48.9/ano

(If person submitting return is not Secretary, please state office.)

Moved by *W. Peters, Asstt.*.....Seconded by *W. Fred Galley*



That the Financial Year of the Order of the Eastern Star Home for the Aged shall in the future close on the 30th June each year, commencing with the fourteenth month period 1st May, 1973 to June 30th 1974.

That the Annual General Meeting shall be held in September each year as from September, 1974.

We certify that the above is a true and correct copy of a resolution passed on *18.2.74*.....

Ann Dobie.....
President

Ann R. Rae.....
Secretary

NAMES AND ADDRESSES OF THE GOVERNING BODY

Do not include office-bearers already furnished.

Name.	Address.
RTI 191053	

TRUSTEES.

Name.	Address.

PARTICULARS RELATING TO COLLECTORS.

Name.	Address.	Salary.	Commission (percentage).	Expenses Allowed.

SIGNATURE (Secretary)

Hon. Secretary

(If person submitting return is not Secretary, please state office.)

1.

NAME

The name of the organisation shall be THE ORDER OF THE EASTERN STAR HOME FOR THE AGED (more commonly known as the O.E.S. Home for the Aged) and hereinafter referred to as "The Home."

2.

OBJECTS

- (a) The objects of The Home will be to provide for the care and accommodation of Aged Ladies.
- (b) The Home shall be conducted as a charitable organisation and be registered as such under the Charitable Collections Act with the Queensland Justice Department.
- (c) The Home will not be carried on for the purpose of gain or profit to any person and no distribution whether in money, property or otherwise shall be made provided however that nothing herein contained shall prevent the payment for work performed by order of the Management Committee.

POWERS

3. The powers of The Home are:-

- (1) 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 purpose of, or capable of being conveniently used in connection with, any of the objects of The Home PROVIDED that in case the Home shall take or hold any property which may be subject to any trusts the Home shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (2) 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 Home; to obtain from any such Government or Authority any rights, privileges and concessions which The Home may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
- (3) 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 Home;
- (4) 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;
- (5) To construct, improve, maintain, develop, work, manage, carry out, alter or control any house, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance The Home's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;

- (6) To invest and deal with the money of the Home not immediately required in such manner as may from time to time be thought fit;
- (7) To take, or otherwise acquire, and hold shares, debentures, or other securities of any company or body corporate;
- (8) In furtherance of the objects of the Home 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 for the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (9) 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;
- (10) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (11) In furtherance of the objects of the Home 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 Home;
- (12) 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 Home's property of whatsoever kind sold by the Home, or any money due to the Home from purchasers and others;
- (13) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Home;
- (14) 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 Home, in the shape of donations, annual subscriptions or otherwise;
- (15) To print and publish any newspapers, periodicals, books or leaflets that the Home may think desirable for the promotion of its objects;
- (16) To make donations for patriotic, charitable or community purposes;
- (17) 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 Home.

MEMBERSHIP

- (1) The membership of the Home is restricted to members of the Order of The Eastern Star who are members of a Chapter of the Order in Queensland which is affiliated with the United Grand Chapter of Australia Order of The Eastern Star.

- (2) Any person who is a financial member of the Order of the Eastern Star in the State of Queensland shall be classed a member of The Home and be entitled to exercise all the rights and privileges of membership.

5.

MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Management Committee of The Home shall consist of a President, a Senior Vice-President, a Junior Vice-President, Secretary, Treasurer, the Trustees and Public Relations Officer, all of whom shall be members of The Home, and such number of other members as the members of The Home at any general meeting may from time to time elect or appoint. A member is eligible to hold more than one office.
- (2) At the annual general meeting of The Home, all the members of the Management Committee for the time being other than a paid officer, shall retire from office, but shall be eligible upon nomination for re-election.
- (3) The election of officers and other members of the Management Committee shall take place in the following manner:-

- (a) Any two members of The Home shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
- (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen days before the annual general meeting at which the election is to take place;
- (c) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of The Home for at least seven days immediately preceding the 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, at the commencement of such meeting, there by an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

6. Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of The Home where that member shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON MANAGEMENT COMMITTEE

7. (1) The Management Committee shall have power at any time to appoint any member of The Home to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (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 Home, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

187

8. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Home 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 Home; and

(b) shall have authority to interpret the meaning of these Rules and any matter relating to the Home on which these Rules are silent.

(2) The Management Committee may exercise all the powers of the Home—

(a) to borrow or raise or secure the payment of money in such manner as the members of the Home 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 Home in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Home'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 Home, and to provide and pay off any such securities; and

(c) to invest in such manner as the members of the Home may from time to time determine.

MEETINGS OF MANAGEMENT COMMITTEE

9. (1) The Management Committee shall meet at least once every calendar month to exercise its functions. It shall not be necessary to meet in the month of January.

(2) 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.

(3) 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 as at the close of the last general meeting of the members, shall constitute a quorum.

(4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by 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 Management Committee shall not vote in respect of any contract or proposed contract with the Home in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.

(6) Not less than fourteen days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

(7) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Senior Vice-President shall be Chairman or if the Senior Vice-President is not present at the meeting then the Junior Vice-President shall be Chairman or if neither Vice-President is 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 Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such 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.

10. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Home as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated confirm to any regulations that may be imposed on it by the 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 meeting 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.

11. All acts done by any meeting of the Management Committee or of a sub-committee 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.

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

ANNUAL GENERAL OR GENERAL MEETINGS

13. The annual general meeting shall be held in the month of September in each year.

(1) The business to be transacted at every annual general meeting shall be -

- (a) the receiving of the 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 Management Committee; and
- (d) the appointment of an auditor (who shall be a registered auditor).

14. The secretary shall convene a special general meeting--

- (a) when directed to do so by the Management Committee; or
- (b) on the 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 Home which equals double the number of members presently on the 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 Management Committee to reject an application for membership or to terminate the membership of any person.

15. (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.

(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.

(3) 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 Home, 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 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.

(4) 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.

16. (1) The secretary shall convene all general meetings of the Home by giving not less than 14 days notice of any such meeting to the members of the Home.

(2) The manner by which such notice shall be given shall be determined by the Management Committee. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat. Notice of any general meeting shall be given by forwarding such notice by prepaid post addressed to the secretary of each chapter in Queensland which is affiliated with the United Grand Chapter of Australia Order of the Eastern Star.

17. Unless otherwise provided by these Rules, at every general meeting--

(1) the President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President 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 being a subscribing financial member of a chapter shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote.

190

- (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 declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded;

- (6) the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times 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 Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding 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

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

File 01

ALTERATION OF RULES

19. These rules may be amended from time to time by a resolution carried at any annual or general meeting.

TRUSTEES

20. There shall be four trustees who shall be elected at an annual or general meeting and shall hold office until death or resignation unless removed from office.

A trustee may resign at any time by giving written notice of his resignation to the Secretary or he may be removed from office by resolution carried at any annual or general meeting.

At any meeting at which it is proposed that a trustee be removed from office, the trustee shall be given the opportunity to fully present his case either orally or in writing or partly by either of these means.

The Management Committee shall have authority to fill a vacancy in the trustees until the next annual meeting or general meeting convened for that purpose.

The property of the Home (other than funds or cash on hand) shall be vested in the trustees for the time being and to be dealt with by them as the committee, or a majority of members by resolution at an annual or general meeting, may from time to time, direct.

Every trustee shall be entitled to attend any annual or general meeting but shall not, as such trustee, be entitled to vote.

FUNDS AND ACCOUNTS

191

- 2.. (1) The funds of the Home shall be banked in the name of the Home in such bank as the Management Committee may from time to time direct.
- (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 Home and the particulars usually shown in books of a like nature.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The 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 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 Home 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 Home whencesoever 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 provided that nothing herein contained shall prevent the Home provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of the advanced by him to the Home or otherwise owing by the Home to him or of remuneration to any officers or servants of the Home or to any member of the Home or other person in return for any services actually rendered to the Home or 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 Home or reasonable and proper rent for premises demised or let to the Home.

DUTIES OF OFFICERS

22. (a) President - The President shall preside at all meetings of The Home. He shall ensure that all decisions of the Management Committee are properly carried out, and that The Home's obligations to meet the requirements of the relative Government Departments are met.

- (b) Vice - Presidents - The Senior and Junior Vice-Presidents will assist the President in his duties, and supervise the activities of the various sub-committees as required, keeping the President informed.
- (Senior and Junior)

RTI 191053

He will act as Chairman in the absence of the President. (Note: In the absence of both the President and Vice-President, the meeting may elect its own Chairman).

(c) Secretary - The Secretary shall be directly responsible to the Management Committee only and shall :-

- (i) Keep a faithful record of the business transacted at all meetings.
- (ii) Issue Notices of Meetings connected with The Home.
- (iii) Receive all correspondence and reply thereto as required or as the Committee may direct.
- (iv) Act as Liaison Officer between The Home and the various Government Departments.
- (v) Suitably acknowledge donations from the various O.E.S. Chapters and any other sources.
- (vi) Carry out specific directions of the Management Committee regarding Home activities.
- (vii) Maintain suitable filing records of Secretarial matters, and obtain Committee approval for their ultimate destruction.

(d) Treasurer - The Treasurer shall be directly responsible to the Management Committee only and shall :-

- (i) Maintain accurate records of all receipts and expenditure in proper books of account kept for that purpose.
- (ii) Issue receipts for all income received, including inmates fees.
- (iii) Other than for minor Petty Cash items, issue cheques for all payments. Such payments shall be supported by properly acquitted invoices and statements, which will be filed in cheque serial number sequence.
- (iv) Prepare wages and maintain proper wage records, including personnel history cards, together with up-to-date copies of the relevant industrial awards as required by the Department of Industrial Affairs.
- (v) Report the financial position at each monthly Management Committee Meeting, and keep such meeting informed of any major financial matters pending.
- (vi) Make available the books and records for regular audit, as required by the Auditor.
- (vii) Bank all moneys promptly after receipt to the Bank Accounts nominated by the Management Committee.
- (viii) Maintain an efficient filing system for both current and past records. Authority to destroy old records should be obtained from the Management Committee.

(e) Public Relations Officer -

The Public Relations Officer shall be responsible for ensuring that the aims and objectives of The Home are well publicised, will act as Liaison Officer between the various Queensland Chapters and The Home, and will co-operate with the Fund Raising

Committee and act as its Chairman (if required). He will be responsible for co-ordinating the activities of any fund raising activities, keeping the President informed of progress. He shall also provide regular reports on the condition of The Home and its contents to the Management Committee.

193

INDemnITY CLAUSE

23. In the event of any proceedings being taken against any Member or Members of the Management Committee in respect of any matter or thing done by them in the proper performance of the duties allotted to them by such Management Committee, The Home shall indemnify such Member or Members so ~~proceeds against~~ in respect of their costs of such proceedings and in respect of all costs and damages and other sums which they may be compelled to pay in the course of or as a result of such proceedings.

DISSOLUTION

24. (1) The Home may be dissolved by Resolution of the Members at a Special General Meeting provided such Resolution is confirmed at a further Special General Meeting called at not less than fourteen days' interval nor more than thirty days thereafter. The two Meetings may be convened by one Notice delivered or posted to every Member of the Management Committee thirty-five clear days before the date of the first Special General Meeting. The Resolution proposed in connection with the voluntary dissolution shall not be deemed to have been carried unless passed by a three-fourths majority at both Special General Meetings.
- (ii) In the event of a Resolution for the dissolution of The Home being passed in the manner set out above, the Trustees by the power of such Resolution shall forthwith liquidate the affairs of The Home and if there be any surplus remaining after the realisation of The Home's assets and payment of The Home's liabilities, shall transfer such surplus to some other organisation or organisations (having similar objects or in part similar objects) gifts to which are allowable deductions under the provisions of Section 78(1)(a) of the Income Tax Assessment Act as the majority of members present at such general meeting, by resolution, may decide.

File 01



ORDER OF THE EASTERN STAR



Home for the Aged

59 Wellington Street, Clayfield, 4011

Office 262 5436

14th March, 1989

ice Department,
e Law Building,
nn Street,
bane 4000

Sir,

CH 388
Collections Act.

With reference to your letter of the
February 1985, we have had the attached New
stitution drawn up by our Solicitor, and enclose
for your perusal.

Yours faithfully,

I. J. Eldridge

(Mrs. I.J. Eldridge)
Sec/Treas.

Charities Section

15 MAR 1989

JUSTICE DEPT., QLD.

29. (4) The constitution of each charity registered under this Act and the constitution of each association whose objects are a community purpose which is sanctioned under this Act, shall at all times provide:

- ✓ (a) that income and property of the charity or association shall be applied in promotion of its objects and that dividends shall not be paid to, nor income or property of the charity or association distributed amongst, members;
- ✓ (b) that the business and affairs of the charity or association shall be under the management of, or the general control and management of the administration of the charity or association shall be by, a committee, elected for a period not less than a year by the general body of members and subject in whole or in a specified proportion to annual re-election;
- ✓ (c) that the governing body shall consist of not less than three persons;
- ✓ (d) that the governing body shall hold periodical meetings, and that full and accurate minutes of all resolutions and proceedings of such governing body and of all meetings of the members of the charity or association shall be entered in books to be provided for that purpose;
- ✓ (e) that the full qualifications for membership and the mode of admission as a member of the charity or association shall be as set out therein;
- ✓ (f) that proper books and accounts shall be kept and maintained showing correctly the financial affairs of the charity or association and the particulars usually shown in books of account of a like nature;
- N/A (g) that no persons shall be allowed to become honorary members of the charity or association or be relieved of the payment of the regular subscription, except those possessing certain qualifications defined in the constitution and subject to the conditions and provisions provided therein;
- N/A (h) that, where any local or affiliated branch or section of that charity or association, as the case may be, is unable to make any lawful appeal for support for that local or affiliated branch or section or for its objects, as distinct from an appeal for support for the central body or the objects of the central body, no moneys or property whatsoever shall be paid or transferred to the local or affiliated branch or section by the central body or any other local or affiliated branch or section of the charity or association, as the case may be, or be used for the purposes of the local or affiliated branch or section first mentioned;
- (i) that any person who is refused membership of the charity or association may appeal to a general meeting of the members of the charity or association concerned for the purpose of determining that appeal and the governing body of the charity or association shall convene such a general meeting in accordance with the constitution so that the general meeting is held within three months or such later period as may be prescribed of the date of the receipt by the governing body of notice of that person's intention to appeal at a time suitable to the majority of members to attend thereat;
- (j) for such other matters as may be prescribed.

26. Provisions to be inserted in every constitution. In addition to the matters specified in subsection (4) of section 29 of the Act, the following matters shall at all times be provided in the constitution of each charity registered under the Act and in the constitution of each association whose objects are a community purpose which is sanctioned under the Act:—

- (i) the number of members of the charity or association shall be unlimited;
- (ii) the classes of members of the charity or association shall be as set out therein;
- (iii) a financial member of the charity or association at any material time is a member who is not then indebted to the charity or association in respect of any annual subscription or levy or other payment whatsoever;
- ✓ (iv) at every meeting of the members of the charity or association, whether annual, general or otherwise designated, only those members (howsoever designated by class) who are financial at the time the meeting is held shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon a motion;
- ✓ (v) the secretary shall convene a meeting of the members of the charity or association upon receiving a written request which is signed by a specified number of members of the charity or association and which clearly sets out the purpose for which the meeting is desired;
- September ✓ (vi) the time and place of the annual general meeting of the charity or association and the business to be transacted at that meeting shall be as set out therein;
- (vii) the date of the conclusion of the financial year of the charity or association shall be as set out therein;
- ✓ (viii) the objects of each charity or association shall be set out therein;
- N/A (ix) no person shall be allowed to become a life member of the charity or association otherwise than as set out therein;
- (x) the amount of the annual subscription and the manner of payment thereof shall be set out therein;
- (xi) no person shall forfeit his membership or have his membership terminated otherwise than as set out therein;
- (xii) a Register of Members shall be kept containing the particulars set out therein;
- ✓ (xiii) the manner of filling any vacancy which may occur on a committee by resignation or otherwise whatsoever;
- ✓ (xiv) the number of members required to constitute a quorum at any meeting of the committee or any annual, general or special meeting shall be set out therein;
- ✓ (xv) the manner of convening any meeting of the committee or any annual, general or special meeting and the conduct thereof shall be set out therein;
- ✓ (xvi) power to make, amend, repeal or set aside by-laws not inconsistent with the constitution for the internal management of the charity or association as set out therein;
- ✓ (xvii) power to amend the constitution as set out therein;
- ✓ (xviii) power to appoint trustees as set out therein;
- (xix) power relating to dissolution as set out therein;
- ✓ (xx) the laying of financial statements at meetings.

the laying of financial statements at meetings

xxxxxxx
(07) 221 2543

5th May, 1989

Dear Mrs Eldridge,

Collections Act 1966 - 1988

Reference is made to your letter of 14th March, 1989 together with the revised constitution of Order of the Eastern Star Home for the Aged.

The constitution has been examined in conjunction with Section 29(4) and Regulation 26 of the Collections Act and the following matters require attention:

The constitution of every charity registered under the Act shall at all times provide:

1. that any person who is refused membership of the charity or association may appeal to a general meeting of the members of the charity or association concerned for the purpose of determining that appeal and the governing body of the charity or association shall convene such a general meeting in accordance with the constitution so that the general meeting is held within three months or such later period as may be prescribed of the date of the receipt by the governing body of notice of that person's intention to appeal at a time suitable for the majority of members to attend thereat;
2. the number of members of the charity or association shall be unlimited;
3. the classes of members of the charity or association shall be as set out therein;

Mrs I J Eldridge
Secretary/Treasurer
Order of the Eastern Star
Home for the Aged
59 Wellington Street
CLAYFIELD QLD 4011

4. a financial member of the charity or association at any material time is a member who is not then indebted to the charity or association in respect of any annual subscription or levy or other payment whatsoever;
5. the date of the conclusion of the financial year of the charity or association shall be as set out therein;
6. the amount of the annual subscription and the manner of payment thereof shall be set out therein;
7. no person shall forfeit his membership or have his membership terminated otherwise than as set out therein;
8. a Register of Members shall be kept containing the particulars set out therein;
9. power relating to dissolution as set out therein.

As the abovementioned matters are not provided for in the constitution it is suggested that the association consider adopting clause 3, 4, 7, 8, 9, 10, 11, 12, 29 and 30 of the enclosed draft constitution.

Furthermore, clause 2(b) should be deleted as it is not considered to be an object of the association.

Clauses 3(1) to (17) should be deleted as opinion would indicate that the constitution of any unincorporated association should not contain specific powers as the authority of such bodies to undertake certain action is vested in the members.

Clause 4(1) is contrary to Regulation 26 which requires membership to be unlimited. Please amend.

Clause 4(2) mentions 'financial members', however no definition of such appears in the constitution.

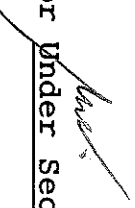
Clause 5(1) - Please remove the Trustees from this clause as clause 5(2) requires all members of the Management Committee to retire at the annual general meeting which is contrary to clause 20. Also clause 20 states that Trustees shall not have voting rights. Alternatively, the Trustees may be ex-officio members of the Management Committee.

Clause 8(2)(a), (b) and (c) should be deleted.

I take this opportunity to draw your attention to the provisions of the Associations Incorporation Act 1981 - 1988 under which an association may obtain corporate status. In this regard, I have included a guide to that Act (page 4 of which lists some of the benefits of incorporation) together with a copy of draft rules and amendments required to be adopted to also satisfy the provisions of the Collections Act.

Finally, the Certificate of Registration as a Charity was issued in the name of "Order of the Eastern Star, Home for Aged". Please ensure that all documents, etc. carry the correct name of the association.

Yours faithfully,


for Under Secretary.