

Address all Mail to:

G.P.O. Box 1638,  
BRISBANE, Q. 4001

Telegraphic Address:  
"USJUSTICE"

DX 40168  
UPTOWN BRISBANE



In Reply please quote

No. CH 1043

Telephone: 227 4076

Ask for Clerk Charities

## DEPARTMENT OF JUSTICE

Art Unions, Assoc., Charities Section,  
State Law Building, 50 Ann Street, Brisbane, Q. 4000.

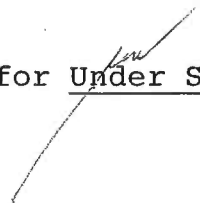
3rd November, 1988

Dear Sir/~~Madam~~,

Collections Act 1966 - 1981

Please find enclosed Certificate of Registration No. 1043  
in the name of Queensland Aids Council Incorporated  
dated 3rd November, 1988.

Yours faithfully,

  
for Under Secretary.

MR P J NORTH  
SECRETARY  
QUEENSLAND AIDS COUNCIL  
INCORPORATED  
P O BOX 548  
WOOLLOONGABBA QLD 4101





Form No. 3

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

**CERTIFICATE OF REGISTRATION**

No. 1043


I, PAUL JOHN CLAUSON

the Minister for Justice and Attorney-General for the State of Queensland, in pursuance of  
the provisions of the Collections Act 1966-1981 hereby certify that

QUEENSLAND AIDS COUNCIL INCORPORATED

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

Dated at Brisbane, this third day of November, 1988.

  
MINISTER FOR JUSTICE AND  
ATTORNEY-GENERAL



**Collections Act 1966-1981  
(Regulation 41)**

**RETURN OF OFFICE BEARERS**

(Note:—Office bearers elected at meeting at which Form 24 presented)

Ref. No. EP 346743

**PARTICULARS RELATING TO** QUEENSLAND AIDS COUNCIL  
(Name of association)

**AS AT** 30TH JUNE 1988.

NOTE.—This form should be filled in with **BLOCK LETTERING**, and returned to the address shown below, accompanied by:—

- (1) the annual **income and expenditure account and balance sheet** (Form No. 24)
- (2) **bank certificate**,
- (3) copy of **auditor's report**,
- (4) copy of **annual report**,
- (5) certified copy of any alteration made to the **constitution or rules**.

**Names and addresses of the other Members of the Governing Body should be furnished on the back hereof in the space provided.**

**President or Chairman—**

Surname: Mr. RUTKIN Christian Names WILLIAM ANTHONY  
Miss  
Address: 720 BRUNSWICK ST NEW FARM

**Secretary—**

Surname: Mr. NORTH Christian Names PETER  
Miss  
Address: 111 DORNOCK TEE HIGHGATE HILL

**Treasurer—**

Surname: Mr. FREIBERG Christian Names STEPHEN WILLIAM  
Miss  
Address: 5 HOBART AVENUE CAMP HILL 4152

Name and address of Bank handling the business of the Association ANZ BANKING GROUP  
MATER HILL

The title of Bank Account(s) QLD AIDS COUNCIL TRUST NO 1  
QLD AIDS COUNCIL WELFARE A/C.

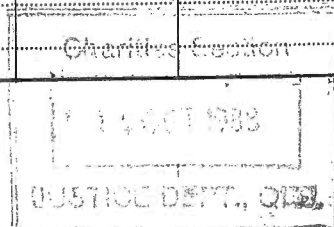
Names of persons authorised to operate on the Bank Account  
(At least two signatories)

ANY TWO OF ABOVE OFFICE BEARERS TO SIGN.

Name and qualifications of auditor. (Note.—Auditor must be a Public Accountant within the meaning of and registered under the Public Accountants Registration Act 1946-1975 or a person authorised by the Minister for Justice and Attorney-General.)

Name	Address	Qualifications	Occupation
KEVIN DODD	1ST FLOOR CARNABY CENTRE 409 MAINS RD SUNNYBANK 4109	ACA	CHARTERED ACCOUNTANT

The Under Secretary  
Department of Justice  
Charities Section,  
Box 1638, G.P.O.,  
BRISBANE, Q. 4001



**NAMES AND ADDRESSES OF THE GOVERNING BODY**

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.



QUEENSLAND AIDS COUNCIL

BALANCE SHEET  
AS AT 30TH JUNE 1988

R.S.L. NOTED

ACCUMULATED FUNDS

Balance 30th June 1987	57 896.83
Excess of receipts over expenditure for the year	128 262.57
Balance 30th June 1988	<u>\$ 186 159.50</u>

Represented by :

FIXED ASSETS

Capital expenditure during the year	
Office equipment	7 476.00
Office furniture	1 358.65
Telephone systems, divertors etc.	9 823.00
Motor vehicles -	
- Townsville/Cairns Nurse Counsellor	15 300.00
- Gold Coast Nurse Counsellor	15 000.00
Rented property furniture	
- CASA House	1 103.73
- North Shore	2 944.00
- Allen Street	657.78
	<u>53 663.16</u>

CURRENT ASSETS

Cash at Bank	
- Operating account	3 620.66
- Welfare account	15 903.59
- Trust No. 2 account	208.60
- Building Fund account	31 543.88
- Research account	686.20
- Education operating account	2 033.41
	<u>53 996.34</u>

INVESTMENTS

Solicitors trust account	65 000.00	
Fixed term deposit	16 000.00	81 000.00
		<u>188 659.50</u>

LESS CURRENT LIABILITIES

Sundry creditors	2 500.00
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NET ASSETS

\$186 159.50



QUEENSLAND AIDS COUNCIL

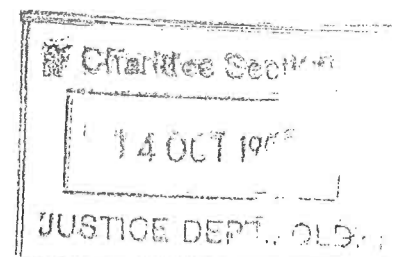
RECEIPTS AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 1988

RECEIPTS

Grants received :-		
Federal Government	23 288.50	
Sisters of Mercy	234 371.00	
A.F.A.O. - North Qld. Outreach	17 960.00	
Sweden International Conference	5 500.00	
Video Project	2 500.00	
Grants received in advance for 1989 Year		
Macdonna	2 040.00	
Peer Group Education	3 280.00	288 939.50
Other Income :		
Membership fees	1 257.00	
Donations	39 140.13	
Rent received	3 610.00	
Interest received	4 577.24	
Fund Raising activities	21 488.09	
Other income - vitamins etc.	5 366.23	
Public speaking income	1 111.77	
Gold phone	87.20	
Reimbursements	332.26	76 969.92
		365 909.42

EXPENDITURE

Advertising	1 060.26
Audit fees	2 500.00
Bank charges	345.12
Cleaning	1 825.14
Conference expenses	12 244.40
Donations to clients and patients	14 512.33
Electricity	1 618.23
Education Projects	
- Stop Aids	4 826.27
- Video Project	7 840.10
- Other projects	6 959.12
- Books and printing	1 109.36
- Workshops	955.49
Fund raising volunteers	5 939.57
Insurance and security	725.43
Maintenance of office equipment	2 121.31
Nurse Counsellor costs -	
- Townsville/Cairns	8 884.76
- Gold Coast	7 763.37
Postages	5 167.87
Rent - Brisbane	18 958.29
- Regional	4 133.00
Rented property expenses	
- CASA House	1 565.87
- North Shore	3 740.17
Regional Costs - Toowoomba	641.36
- Gold Coast	500.00



Balance brought forward

115 936.82

EXPENDITURE cont.

Stationery, printing & consumables

11 506.85

Telephone -

- Brisbane

9 537.09

- Regional

1 676.32

Travelling

9 113.24

Wages and staff costs

89 876.53

237 646.85

EXCESS OF RECEIPTS OVER OPERATING AND

WELFARE EXPENDITURE

\$ 128 262.57

=====



QUEENSLAND AIDS COUNCIL  
STATEMENT OF SOURCE AND APPLICATION  
OF FUNDS STATEMENT FOR  
THE YEAR ENDING 30TH JUNE 1988

F.Y.L. NOTED

SOURCE OF FUNDS

Excess of Receipts over Operating and Welfare Expenditure	128 262.57
Reduction of bank funds from 1987 balances	6 400.59
	<hr/>
	\$ 134 663.16
	=====

APPLICATION OF FUNDS

Capital expenditure	53 663.16
Deposit - Solicitors Trust Account	65 000.00
Investment - Fixed Term Deposit	16 000.00
	<hr/>
	\$ 134 663.16
	=====



QUEENSLAND AIDS COUNCIL

AUDITORS REPORT

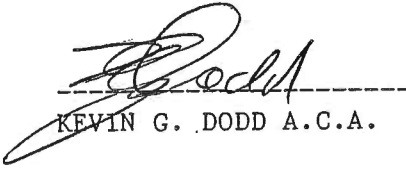
We have audited the attached financial statements in accordance with Australian Auditing Standards.

In our opinion the financial statements present fairly the financial position of the Queensland Aids Council at 30th June 1988, and the result of its operations for the year then ended in accordance with Australian Accounting Standards.

DATED 13TH SEPTEMBER 1988

BENHAM DODD & COMPANY  
CHARTERED ACCOUNTANTS

1st Floor, Carnaby Centre,  
409 Mains Road,  
SUNNYBANK Q. 4109

  
KEVIN G. DODD A.C.A.



**Collections Act 1966-1981  
(Regulation 32(9))**

Form No. 24

QUEENSLAND AIDS COUNCIL  
(Name of Association)

Ref. No.: CP 3467

**INCOME AND EXPENDITURE ACCOUNT FOR YEAR ENDED 30TH JUNE 19 88**

Dr. EXPENDITURE				INCOME. Cr.			
	\$	c	\$	c		\$	c
<b>To Administrative Charges—</b>					<b>By Collections (gross) .....</b>		
Salaries and Wages (administrative) .....	23901	40			Less direct expenses .....		
Advertising .....	1,060	26			Entertainments, Functions, etc. (gross) .....	21488	09
Printing and Stationery .....	11,506	85			Less direct expenses .....	5,939	57
Postages .....	5,167	87					15,548 52
<u>RENT</u> .....	23091	29			Appeals (gross) .....		
<u>ELECT &amp; TELEPHONE</u> .....	12831	64			Less direct expenses .....		
<u>CONFERENCES</u> .....	12244	40			Art Unions (gross) .....		
<u>OTHER</u> .....	7517	00	97320	71	Less direct expenses .....		
Expenditure in furtherance of objects—					Donations .....		39,140 13
Salaries and wages (non-administrative) .....	65975	13			Government Aid or Subsidies .....		28,788 50
<u>CLIENTS/PATIENTS</u> .....	46721	10			Municipal Aid or Subsidies .....		
<u>PROJECTS</u> .....	21690	34	134,386	57	Members' Subscriptions .....		1257 00
Other (give details) .....					Patients' Fees or Contributions .....		9395 69
<u>SOLICITORS TRUST A/C</u> .....	65,000	-			Other Income—		
<u>RE PURCHASE PATIENT ACCOMMODATION</u> .....			65,000	-	<u>BANK INTEREST</u> .....		4,577 24
Special and Capital Expenditure—					<u>PUBLIC SPEAKING</u> .....		1111 77
<u>OFFICE FURN &amp; EQUIP.</u> .....			18657	65	<u>SISTERS OF MERCY</u> .....		234,371 00
<u>MOTOR VEHICLES -NURSE</u> .....					<u>GRANTS AFAO</u> .....		20 460 00
<u>COUNSELLORS</u> .....			30,300	-	<u>AFAO</u> .....		
<u>FURNITURE &amp; HOUSES</u> .....			4705	51	<u>GRANTS IN ADVANCE</u> .....		5320 -
Balance (excess of Income over Expenditure) .....			9629	41	<u>1989 YEAR</u> .....		
					Balance (excess of Expenditure over Income .....		
			\$	359,969 85		\$	859,969 85

**BALANCE-SHEET AS AT 30 - 6 - 19 88**

LIABILITIES.		\$	c	ASSETS.		\$	c
Sundry Creditors - <u>AUDITOR</u> .....		2500	00	Cash on hand .....			
Bank Overdraft (as per Bank Certificate and Reconciliation attached) .....				Cash at Bank (as per Bank certificate and Reconciliation attached) .....		53996	34
Accrued Expenses .....				Sundry Debtors .....			
Mortgage .....				Invested Funds and Securities (As per back hereof) .....		16,000	-
Loans or Advances (secured by .....				Land and Buildings - <u>REP. SOL. TRUST</u> .....		65,000	-
Special Funds .....				Plant / <u>MOTOR VEHICLES</u> .....		30,300	-
Accumulated Funds (Excess of Assets over Liabilities) .....				Furniture and Fittings .....		23363	16
(SEE BACK HEREOF)				Prepaid Expenses .....			
				Income accrued due .....			
Total .....	\$	2,500	00	Total .....	\$	188659	50

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

AUDITOR CERTIFICATE FINANCIAL STATEMENTS

RTI File no: 220290 Page 10

Auditor.

Date

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### RECONCILIATION OF ACCUMULATED FUNDS.

Where the amount of Accumulated Funds appearing in the Balance-sheet differ 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

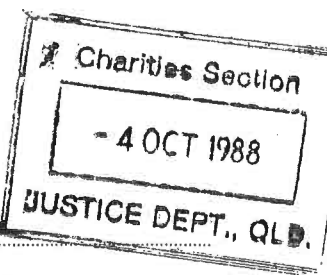
## DETAILS OF INVESTMENTS

With Whom Invested	Date of Maturity	Rate	Amount
ATWZ BANK MARIETTA HILL	16/7/88	11	\$16,000



## APPLICATION FOR REGISTRATION

To: The Under Secretary  
Department of Justice  
Charities Section  
Box 1638, G.P.O.,  
BRISBANE. Q. 4001



I, NORTH. Peter Joseph  
(Surname in BLOCK letters and Christian names)

of 111 Dornoch Tce, Highgate Hill 4101.  
(Full address)

being the secretary of the association hereinafter mentioned and being duly authorised to make this application on its behalf, do hereby apply on behalf of:

QUEENSLAND AIDS COUNCIL INCORPORATED  
(Full name of association for which registration is required)

546 STANLEY ST WOOLLOONABBA 4102 QLD.  
(Address)

for the registration of that association as a charity under and for the purposes of the Collections Act 1966-1981

The following information is supplied:—

(a) The names and addresses of the President, Secretary and Treasurer are:

SURNAME	CHRISTIAN NAMES	ADDRESS	POSITION
RUTKIN	WILLIAM	720 BRUNSWICK ST NEWFARM 4005	PRESIDENT
NORTH	PETER JOSEPH	111 DORNOCH TCE HIGHGATE HILL 4101	SECRETARY
FREIBERG	STEPHEN	5 HOBART AVENUE CAMP HILL 4152	TREASURER

(b) The names and addresses of the Trustees are:

SURNAME	CHRISTIAN NAMES	ADDRESS
N/A		

(c) The name, address and qualifications of the Auditor are:

SURNAME	CHRISTIAN NAMES	ADDRESS	QUALIFICATION
DODD	KEVIN	1st Floor CARNABY CENTRE 409 MAINS ROAD SUNNYBANK 4109	CHARTERED ACCOUNTANT

(d) The name and address of the bank handling the business of the association is:

ANZ BANK WATER HILL  
538 STANLEY ST SOUTH BRISBANE 4101

X (e) The title of the bank account is: MINOR ART UNIONS, QUEENSLAND AIDS

COUNCIL INCORPORATED 9197-87144

1  
Volume - see B/ACC. on app for location.

(f) The names of the persons authorised to operate on the bank account and their respective office positions in the association are:

WILLIAM RUTHIN (PRESIDENT), PETER JOSEPH NORTH (SECRETARY),  
STEPHEN FREIBERG (TREASURER), STEVEN WILLIAM BROWN  
(ADMINISTRATOR).

(g) The localities or towns in which the association operates or intends to operate are:

BRISBANE, GOLDCOAST, TOOWOMBA, TOWNSVILLE and CAIRNS

Accompanying this application are:

- (1) An up-to-date copy of the constitution, certified as a true and correct copy thereof by any two members of the governing body of the association.
- (2) A copy of the minute or resolution of the proceedings of the association or governing body thereof approving the making of this application, certified as a true and correct copy thereof by the two members of the governing body of the association referred to in (1) above.
- (3) A copy of the last balance-sheet or statement of the financial affairs of the association (where appropriate).
- (4) Consent in writing of the central body of the association (required only if this application is made on behalf of a local or affiliated branch or section of an association).

The date of conclusion of the financial year is:

30<sup>th</sup> June 1989

Dated at Brisbane, this 29<sup>th</sup> day of September, 1988

Signature of Applicant:

Peter Joseph North

Commonwealth & State Government funded...  
providing information and services  
in the fight against AIDS

## Queensland AIDS Council

546 Stanley Street Mater Hill 4101  
(entrance off Water Street)  
PO Box 548 Woolloongabba 4101  
Telephone: (07) 844 1990; (008) 177 434

### MINUTE OF EXECUTIVE MEETING 27TH OCTOBER 1988


Attendants: William Rutkin - President  
Jan Rigsby - Vice President  
Peter North - Secretary  
Malcolm McCamish  
Judith Rowell  
James Finn  
Kim McLean  
Brian Hughes

Motion: Put by Peter North - Secretary

That application be made to the Department of  
Justice for registration under the provisions of  
the Collections Act 1966 - 1981.

Seconded: Jan Rigsby - Vice President

I certify that this is a true and correct copy of the  
minute.

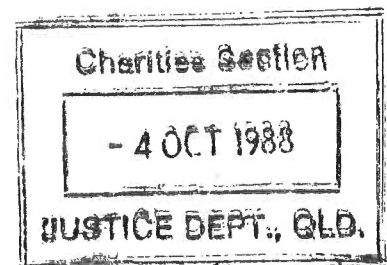
  
(President)

29/9/88  
(Date)

  
(Secretary)

29-9-88  
(Date)

Reference: SB158.SB  
29 September 1988



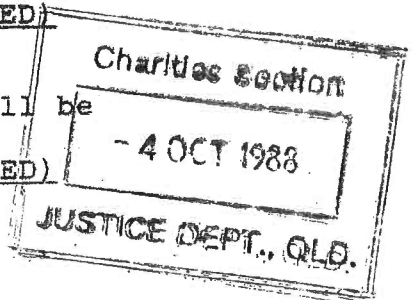
CAIRNS: Queensland AIDS Council P.O. Box 1284 Cairns 4870 (070) 51-1028  
GOLD COAST: Queensland AIDS Council P.O. Box 826 Runaway Bay 4216 (075) 32-2673  
TOWNSVILLE: Queensland AIDS Council P.O. Box 2106 Townsville 4810 (077) 21-1384  
TOOWOOMBA: AIDS Group Support P.O. Box 5469 Toowoomba 4350 (076) 39-1820

CONSTITUTION AND RULES  
QUEENSLAND AIDS COUNCIL (INCORPORATED)

1. The name of the incorporated association shall be

QUEENSLAND AIDS COUNCIL (INCORPORATED)

(in these Rules called "the Association")



OBJECTS

2. The objects for which the Association is established are

- (a) To stop the spread of AIDS and generally promote the health of groups of people who are at higher risk of suffering from AIDS;
- (b) To provide education in respect of lifestyles which minimise the risk of transmission of AIDS;
- (c) To assist people in households affected by AIDS by provision of material, emotional and social support;
- (d) To encourage, assist, monitor and promote medical and scientific research into the causes, prevention and cure of AIDS and AIDS-related conditions; and
- (e) To promote and encourage self-help groups of people affected by or at high risk of AIDS;
- (f) To provide accommodation and welfare facilities to persons with AIDS and to the families and friends of persons with AIDS;
- (g) To provide welfare facilities for groups of people who are at a higher risk of suffering from AIDS other than by way of providing legal assistance or advice in respect of charges under the Criminal Code or Statute Law of Queensland; to study the social needs of individuals from such groups; to promote self esteem and self awareness and social responsibility amongst individuals from such groups;
- (h) To encourage and assist any organisation institution or body, whether corporate or not, which in the opinion of the Association has been and is actively pursuing any of the objects aforesaid.

POWERS

3. The powers of the Association are:-

- (1) To take over the funds and other assets and the liabilities of the present unincorporated associates known as the "QUEENSLAND AIDS COUNCIL".
- (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 of the Association.



on the Association under or by virtue of rule 28(10);

- (3) In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;
- (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (5) To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Associations 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, workers 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 or 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 subject where applicable to Regulation 32(14) of the Collections Regulations 1975";
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporates;
- (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 over draft 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 of 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 of 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 in which the Commonwealth of Australia is engaged;
- (24) To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

#### CLASSES OF MEMBERS

4. (1) The membership of the Association shall consist of ordinary members.
- (2) The number of ordinary members shall be unlimited.

#### MEMBERSHIP

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 1st day of August, 1988, 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. Every member of the Association who previously to his agreeing to become a member of the Association has paid his subscription due on the 30th day of June, 1988, as a member of the unincorporated association, shall not be liable to pay any further sum by way of annual subscription to the Association for the period prior to the 30th day of June, 1989.
- (2) Every applicant for every 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 or 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 these rules; or
- (iii) has membership fees in arrears for a period of two months or more; or
- (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association,

the 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.
10. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (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.

-5-

## 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 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 subcommittee 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 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 auditors 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 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 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 a normal 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  
\_\_\_\_\_ of \_\_\_\_\_, or failing  
him, \_\_\_\_\_ of \_\_\_\_\_, as my proxy  
to vote for me on my behalf at the (annual)  
general meeting of the Association, to be held on the  
\_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_, and  
at any adjournment thereof.

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

Signature

This form is to be used in favour of/against the 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 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-laws may be set aside by a general meeting of member.

#### ALTERATION OF RULES

26. Subject to the provisions of the Associations Incorporation Act, 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Hon. Minister for Justice and Attorney-General, 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 banked in the name of the Association in such bank as 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 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 imprese 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 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 money advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

#### DOCUMENTS

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

#### FINANCIAL YEAR

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

DISTRIBUTION OF SURPLUS ASSETS

31. The organisation shall be dissolved:-

- (a) if the membership is less than three persons; or
- (b) if a resolution to that effect is carried by a vote of three-fourths majority of the financial members present at a general meeting convened to consider the question.

The property and other assets of the organisation remaining after the payment of all expenses and other liabilities shall be handed over 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."

*I certify that this is a true and correct  
copy of the Constitution of the Queensland  
AIDS Council Incorporated*

*Peter J North  
Secretary*

*W. O. P. H. L.*

*President 29/9/88*



QUEENSLAND AIDS COUNCIL

BALANCE SHEET  
AS AT 30TH JUNE 1988

ACCUMULATED FUNDS

Balance 30th June 1987	57 896.83
Excess of receipts over expenditure for the year	128 262.57
Balance 30th June 1988	<u>\$ 186 159.50</u> <u>=====</u>

Represented by :

FIXED ASSETS

Capital expenditure during the year	
Office equipment	7 476.00
Office furniture	1 358.65
Telephone systems, divertors etc.	9 823.00
Motor vehicles -	
- Townsville/Cairns Nurse Counsellor	15 300.00
- Gold Coast Nurse Counsellor	15 000.00
Rented property furniture	
- CASA House	1 103.73
- North Shore	2 944.00
- Allen Street	<u>657.78</u>
	53 663.16

CURRENT ASSETS

Cash at Bank	
- Operating account	3 620.66
- Welfare account	15 903.59
- Trust No. 2 account	208.60
- Building Fund account	31 543.88
- Research account	686.20
- Education operating account	<u>2 033.41</u>
	53 996.34

INVESTMENTS

Solicitors trust account	65 000.00
Fixed term deposit	<u>16 000.00</u>
	81 000.00
	<u>188 659.50</u>

LESS CURRENT LIABILITIES

Sundry creditors	<u>2 500.00</u>
------------------	-----------------

NET ASSETS

\$186 159.50  
=====



QUEENSLAND AIDS COUNCIL

RECEIPTS AND EXPENDITURE STATEMENT  
FOR THE YEAR ENDED 30TH JUNE 1988

RECEIPTS

Grants received :-		
Federal Government	23 288.50	
Sisters of Mercy	234 371.00	
A.F.A.O. - North Qld. Outreach	17 960.00	
Sweden International Conference	5 500.00	
Video Project	2 500.00	
Grants received in advance for 1989 Year		
Macdonna	2 040.00	
Peer Group Education	3 280.00	288 939.50
Other Income :		
Membership fees	1 257.00	
Donations	39 140.13	
Rent received	3 610.00	
Interest received	4 577.24	
Fund Raising activities	21 488.09	
Other income - vitamins etc.	5 366.23	
Public speaking income	1 111.77	
Gold phone	87.20	
Reimbursements	332.26	76 969.92
		<u>365 909.42</u>

EXPENDITURE

Advertising	1 060.26
Audit fees	2 500.00
Bank charges	345.12
Cleaning	1 825.14
Conference expenses	12 244.40
Donations to clients and patients	14 512.33
Electricity	1 618.23
Education Projects	
- Stop Aids	4 826.27
- Video Project	7 840.10
- Other projects	6 959.12
- Books and printing	1 109.36
- Workshops	955.49
Fund raising volunteers	5 939.57
Insurance and security	725.43
Maintenance of office equipment	2 121.31
Nurse Counsellor costs -	
- Townsville/Cairns	8 884.76
- Gold Coast	7 763.37
Postages	5 167.87
Rent - Brisbane	18 958.29
- Regional	4 133.00
Rented property expenses	
- CASA House	1 565.87
- North Shore	3 740.17
Regional Costs - Toowoomba	641.36
- Gold Coast	500.00

Balance brought forward

115 936.82

EXPENDITURE cont.

Stationery, printing & consumables

11 506.85

Telephone -

- Brisbane

9 537.09

- Regional

1 676.32

Travelling

9 113.24

Wages and staff costs

89 876.53

237 646.85

EXCESS OF RECEIPTS OVER OPERATING AND  
WELFARE EXPENDITURE

\$ 128 262.57  
=====



QUEENSLAND AIDS COUNCIL  
STATEMENT OF SOURCE AND APPLICATION  
OF FUNDS STATEMENT FOR  
THE YEAR ENDING 30TH JUNE 1988

SOURCE OF FUNDS

Excess of Receipts over Operating and Welfare Expenditure	128 262.57
Reduction of bank funds from 1987 balances	6 400.59
	<hr/>
	\$ 134 663.16
	<hr/> <hr/>

APPLICATION OF FUNDS

Capital expenditure	53 663.16
Deposit - Solicitors Trust Account	65 000.00
Investment - Fixed Term Deposit	16 000.00
	<hr/>
	\$ 134 663.16
	<hr/> <hr/>





QUEENSLAND AIDS COUNCIL

AUDITORS REPORT

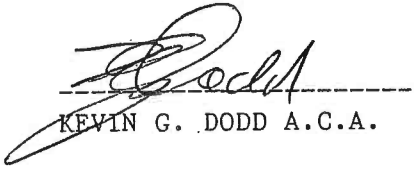
We have audited the attached financial statements in accordance with Australian Auditing Standards.

In our opinion the financial statements present fairly the financial position of the Queensland Aids Council at 30th June 1988, and the result of its operations for the year then ended in accordance with Australian Accounting Standards.

DATED 13TH SEPTEMBER 1988

BENHAM DODD & COMPANY  
CHARTERED ACCOUNTANTS

1st Floor, Carnaby Centre,  
409 Mains Road,  
SUNNYBANK Q. 4109

  
-----  
KEVIN G. DODD A.C.A.



Commonwealth & State Government funded...  
providing information and services  
in the fight against AIDS

## Queensland AIDS Council

546 Stanley Street Mater Hill 4101  
(entrance off Water Street)  
PO Box 548 Woolloongabba 4101  
Telephone: (07) 844 1990; (008) 177 434

Reference: SB159.SB

29 September 1988

Fax: (07) 844 206

Classified Advertising Department  
Queensland Newspapers  
GPO Box 130  
BRISBANE 4000

Dear Sirs

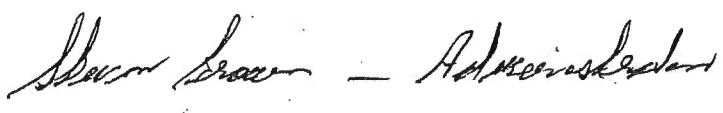
Please place the following advertisement in the Public Notices section  
of your newspaper.

### NOTICE

Application was lodged with the Under Secretary, Department of Justice  
on 30th September 1988, for registration of the Queensland AIDS Council  
Incorporated as a Charity under the provisions of the Collections Act  
1966 - 1981.

Any objection to the said registration must be lodged with the Under  
Secretary not later than 28th October 1988.

Peter John North  
Honorary Secretary

*PP*  *Administrative*  
Peter John North  
SECRETARY

CAIRNS:

GOLD COAST:

TOWNSVILLE:

Queensland AIDS Council P.O. Box 1284 Cairns 4870 (070) 51-1028

Queensland AIDS Council P.O. Box 826 Burabay Bay 4216 (075) 32-2673

Queensland AIDS Council P.O. Box 2106 Townsville 4810 (077) 21-1384











Collections Act 1966-1981  
(Regulation 14 (2) )

**SANCTION** No. 3467

I, ROBERT EDWARD BORRIDGE  
Acting  
the/Minister for Justice and Attorney-General for the State of Queensland, in pursuance of the  
provisions of the Collections Act 1966-1981 do hereby sanction the charitable purposes  
of the QUEENSLAND AIDS COUNCIL INCORPORATED.

*Sanction cancelled &*  
*Certificate of*  
~~\* being the subject of~~ This Association was known as Queensland AIDS  
Council and the abovementioned purposes were sanctioned on  
14th July, 1987. ~~and~~

\* being a purpose to which Part III of that Act applies, as a purpose for which any appeal or  
appeals for support may be made

*Registration as a*  
This sanction is in force—

\* Until revoked under and in accordance with the provisions of the Collections Act  
1966-1981, ~~xx~~ *Charity income*

~~\* For the period from~~ ~~to~~ ~~\* both inclusive~~

~~The promoter or promoters of all appeals for support for these purposes is or are~~

Incorporation under the provisions of the Associations Incorporation  
Act 1981 was granted on 18th July, 1988.

This sanction is subject to the following conditions: The promoter of each and every  
appeal for support for the purposes herein sanctioned shall be  
previously authorised in writing to act as such, whether by his/her  
name or by the office which he/she holds by the governing body of  
the Queensland AIDS Council Incorporated.

Dated at Brisbane, this 18th day of July, 1988.

*Robert Borrige*  
Acting Minister for Justice and  
Attorney-General



kd

21st September, 1988

Your reference: D1/I/06

Dear Sir,

Collections Act 1966 - 1981

Re: Queensland Aids Council Incorporated

I refer to your letter of 7th September, 1988 seeking registration of the Queensland Aids Council Incorporated as a charity under the provisions of the Collections Act 1966 - 1981.

For the purposes of the Act, the term 'charitable purpose' is applied to the activities of organizations providing relief to any person in distress by reason of the death or disability of another or others on whom they are wholly or partly dependent or by reason of disease, sickness, age, any physical or mental infirmity, indigence, or other reason, or by reason of fire, flood, cyclone, drought, war or any emergency or catastrophe, and includes any dependents of such persons.

Upon re-examination of the objectives of your client, it has been determined that they are encompassed by the term 'charitable purpose' as defined above and accordingly, registration as a charity may be granted.

To put this matter on a proper basis, please forward to this Office:-

- ✓ 1. The Certificate of Sanction No. 3467, dated 18th July, 1988.
- ✓ 2. A completed application for registration as a charity (copy enclosed).
- ✓ 3. A copy of the minute or resolution authorising the application for registration as a charity, certified by any two Office Bearers.

../2

ATTENTION: Mr N. Woodgate,  
Solicitor,  
Woodgate & Associates,  
P.O. Box 55,  
INDOOROOPILLY. Q. 4068

In addition, please arrange for a notice (draft enclosed) to be placed in a newspaper distributed state-wide and a newspaper distributed in the locality of the registered address of the organization (if one exists). Please note that twenty-eight (28) days must be allowed for lodging of objections.

Upon publication please forward a copy of the newspaper cutting together with the name of the newspaper and the date of publication.

Further consideration will then be given to your request.

Yours faithfully,

for Under Secretary.

# woodgate & associates

## solicitors

NEIL T. WOODGATE LL.B.  
ROGER W. WOODGATE  
B.A. (Hons), B.Ec., Dip. Ed., LL.B.  
CAMERON C. HUGHES LL.B.

CONSULTANT:  
LINDSAY C. HEISER

NTW:LJW

OUR REF: D1/I/06 YOUR REF:

TELEPHONE: (07) 378 2011  
FAX: 378 7916

P.O. BOX 55 INDOOROOPILLY QLD. 4068

6TH FLOOR OFFICE TOWER WESTFIELD SHOPPING TOWN INDOOROOPILLY

7th September, 1988.

Officer in Charge  
Charities,  
Justice Department,  
State Law Building,  
50 Ann Street,  
BRISBANE QLD 4000

Attention: Mr. L. Lubke

Dear Sir,

RE: QUEENSLAND AIDS COUNCIL INCORPORATED.

We advise that we act for Queensland Aids Council Incorporated.

Our client has recently purchased premises located at 560 Vulture Street, South Brisbane. Our client has made application to the Brisbane City Council for reduction of rates and Council charges with respect to these premises and has been advised by the Council that such an exemption will be available only if the Queensland Aids Council Incorporated is registered as a Charitable Institution.

The purpose of this letter is to request you to give consideration to the registration of Queensland Aids Council Incorporated as a Charitable Institution so that the benefits of the Council's concessions may pass.

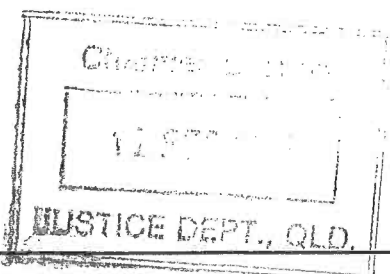
We refer in particular to the definitions section of the Charitable Collections Act. With respect, it would appear to the writer that the object of the Queensland Aids Council Incorporated falls squarely within the definition of both "Charity" and "Charitable Purpose".

Should you decide that Queensland Aids Council Incorporated falls outside of the definition of a Charitable Institution within the Charitable Collections Act, we would appreciate your advice as to the basis upon which you form this conclusion.

We look forward to your response.

Yours faithfully,  
WOODGATE & ASSOCIATES

Neil Woodgate



Q# 378-2081 ①

Neil Woodgate - Solicitor  
for Old AIDS Council - phoned  
here Friday to check on the  
status of the case under the  
Cell. Act.

They didn't realize they were  
C.P. - thought they were CH.  
They seemed confused over the  
issue - explained to Mr. Woodgate  
a section of C.P.'s & registration

of CH's.  
They can't get Council to give  
them rate reductions, etc. unless

they're CH - so they're writing  
O.C. to request regd. as a CH.  
According to Solicitor (Woodgate), the  
objects are CH. under the meaning  
'charitable purpose' in Collections Act.

Dec 2/9/88.





12 AUG 1988

Dear Mr North,

I refer to your letter of 22nd July, 1988 returning Sanction No. 3467 issued to the Queensland AIDS Council under the provisions of the Collections Act 1966 - 1981.

Enclosed is a fresh sanction showing the new title of the Council.

Yours sincerely,

ROB BORBIDGE

ROB BORBIDGE  
Acting Minister for Justice  
and Attorney-General.

Mr P.J. North,  
Secretary,  
Queensland AIDS Council  
Incorporated,  
P.O. Box 548,  
WOOLLOONGABBA. Q. 4101



Collections Act 1966-1981  
(Regulation 14 (2) )

# **SANCTION** No. 3467

I, ROBERT EDWARD BORRIDGE  
Acting  
the/Minister for Justice and Attorney-General for the State of Queensland in pursuance of the  
provisions of the Collections Act 1966-1981 do hereby sanction the charitable purposes  
of the QUEENSLAND AIDS COUNCIL INCORPORATED.

*Sanction cancelled*  
*Certificate of registration as*  
*a charity issued*  
~~\* ~~being the subject of~~ This Association was known as Queensland AIDS~~  
Council and the above mentioned purposes were sanctioned on  
14th July, 1987. ~~xxxx~~

~~\* being a purpose to which Part III of that Act applies, as a purpose for which any appeal or~~  
appeals for support may be made

This sanction is in force

~~\* Until revoked under and in accordance with the provisions of the Collections Act~~  
1966-1981, ~~xxx~~

~~xxx the period from~~ ~~xxx~~ ~~xxx~~

~~The promoter or promoters of all appeals for support for these purposes is or are~~

Incorporation under the provisions of the Associations Incorporation  
Act 1981 was granted on 18th July, 1988.

This sanction is subject to the following conditions: The promoter of each and every  
appeal for support for the purposes herein sanctioned shall be  
previously authorised in writing to act as such, whether by his/her  
name or by the office which he/she holds by the governing body of  
the Queensland AIDS Council Incorporated.

Dated at Brisbane, this 18th day of July, 1988

ROB BORRIDGE

Acting Minister for Justice and  
Attorney-General

\* Strike out if inapplicable

# QUEENSLAND AIDS COUNCIL

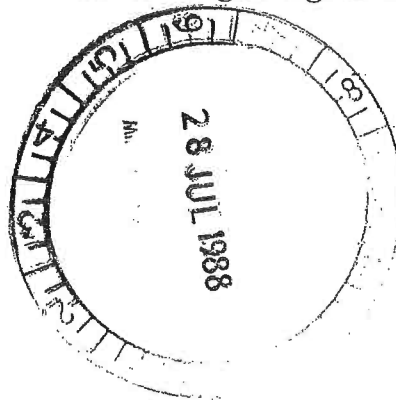
HEAD OFFICE: 546 Stanley Street Water Hill 4101  
(entrance off Water St)  
P.O. Box 548 Woolloongabba 4101  
Telephone (07) 844 1990

Commonwealth Government funded...  
providing information and services  
in the fight against AIDS

Ref: S126

22 July 1988

Minister for Justice and  
Attorney-General  
GPO Box 1601  
BRISBANE 4001



Dear Sir,

The Queensland AIDS Council previously named the Queensland AIDS Committee Trust has been incorporated and is now titled:

The Queensland AIDS Council Incorporated.

Would you please process the above information and approve the replacement of our old Sanction, number 3467.

Please find enclosed:

The original copy of Sanction number 3467.

A letter from the Minister for Justice and Attorney-General concerning the old Sanction.

Yours faithfully

  
Peter J North  
SECRETARY

MIN	<i>ab</i>
ACTION OFFICER	<i>OC</i>

27 JUL 1988  
27 JUL 1988

BRANCHES: TOOWOOMBA AIDS GROUP SUPPORT  
P.O. Box 5469 TOOWOOMBA 4350  
Telephone (076) 39 1820

AIDS COUNCIL OF TOWNSVILLE  
P.O. BOX 2106 TOWNSVILLE 4810  
Telephone (077) 21 1384

RTI File no: 220290

Page 43



16 JUL 1987



## Minister for Justice and Attorney-General

POSTAL: G.P.O. Box 1601, Brisbane, Qld. 4001. OFFICE: State Law Building, Cnr. Ann & George Streets, Brisbane  
TELEPHONE: 227 4043. TELEX: QJUST 41878. DX 40168. FACSIMILE: 229 0640.

Dear Mr Rutkin,

I refer to your recent correspondence and discussions with myself and officers of my Department concerning recognition of the charitable purposes of the Queensland AIDS Council under the provisions of the Collections Act 1966 - 1981.

I am pleased to enclose Sanction No. 3467, issued pursuant to the Collections Act, which authorises the conduct of public appeals for support, within this State, to raise monies to fund the objectives of the Queensland AIDS Council.

Yours faithfully,

A handwritten signature in dark ink, appearing to read 'Paul Clauson'.

PAUL CLAUSON  
Minister for Justice  
and Attorney-General.

Mr W.A. Rutkin,  
President,  
Queensland AIDS Council,  
P.O. Box 548,  
WOOLLOONGABBA, Q. 4101







Collections Act 1966-1981  
(Regulation 14 (2) )

# **SANCTION**

No. 3467

I, PAUL JOHN CLAUSON

the Minister for Justice and Attorney-General for the State of Queensland, in pursuance of the provisions of the Collections Act 1966-1981 do hereby sanction the charitable purposes of the QUEENSLAND AIDS COUNCIL

*New sanction*

~~being the objects of~~

*issued upon*

\* being a purpose to which Part III of that Act applies, as a purpose for which any appeal or appeals for support may be made

*incorporation*

This sanction is in force—

\* Until revoked under and in accordance with the provisions of the Collections Act 1966-1981, ~~or~~

\* ~~For the period from~~ *to* ~~(both inclusive)~~

~~The promoter or promoters of all appeals for support for these purposes is or are~~

This sanction is subject to the following conditions: The promoter of each and every appeal for support for the purposes herein sanctioned shall be previously authorised in writing to act as such, whether by his/her name or by the office which he/she holds, by the governing body of the Queensland AIDS Council.

Dated at Brisbane, this 14<sup>th</sup> day of July, 1987

*Paul Clauson*  
Minister for Justice and  
Attorney-General

\* Strike out if inapplicable

Address all Mail to:  
G.P.O. Box 1601,  
BRISBANE, 4001  
Telegraphic Address:  
"USJUSTICE"  
DX: 40168  
UPTOWN BRISBANE



In Reply please quote  
No.: IA 4549  
227 4242  
Mr Anderson

## DEPARTMENT OF JUSTICE

STATE LAW BUILDING, 50 ANN STREET, BRISBANE, QLD, 4000.

18th July, 1988

CP 3467

Gentlemen,

### Associations Incorporation Act 1981

Re: Queensland Aids Council Incorporated

The Model Rules together with the proposed insertions as advised subsequent to the application for incorporation have been sanctioned and Certificate of Incorporation of Queensland Aids Council Incorporated numbered IA 4549 and issued on 15th July, 1988 is enclosed.

In compliance with the provisions of the abovementioned Act, the following matters require immediate attention:-

- (i) Within fourteen (14) days of the date shown on the certificate, the Management Committee of the association must appoint a natural person who is a resident of Queensland to be the association's Secretary. The person so appointed must, within fourteen (14) days of such appointment, give notice of that fact in the attached Form No. 8.
- (ii) The Model Rules as sanctioned by the Under Secretary, should be adopted by the members of the association at a general meeting. A copy of such rules, duly certified by the Secretary as being correct, must be lodged with the Associations Incorporation Section for registration together with a copy of the special resolution adopting the rules.

B/c: Charities Officer.

For your information.

*[Signature]*  
Clerk (Associations)

Rules comply with  
provisions of the  
Coll. Act.  
(See Inc - file)  
See.  
26.7.88

Woodgate & Associates,  
Solicitors,  
P.O. Box 55,  
INDOOROOPILLY. Q. 4068



-2-

As the purposes of the association are sanctioned under the provisions of the Collections Act, please forward to the Charities Officer the original Sanction to enable the issue of a fresh sanction in the new name.

Yours faithfully,

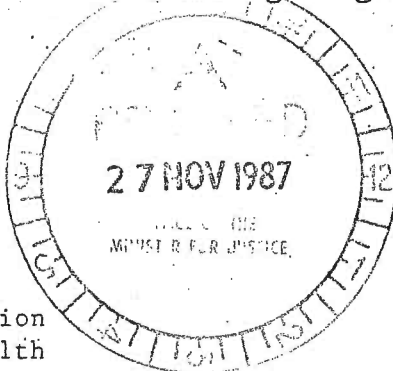
(J. ANDERSON)  
for Under Secretary



# QUEENSLAND AIDS COUNCIL

HEAD OFFICE: 546 Stanley Street Water Hill 4101  
(entrance off Water St)  
P.O. Box 548 Woolloongabba 4101  
Telephone (07) 844 1990

CP 3467 ~~11976~~  
Commonwealth Government funded...  
providing information and services  
in the fight against AIDS



**COPY FOR YOUR  
INFORMATION**


Mr Allan Scroope  
AIDS Information & Policy Section  
Commonwealth Department of Health  
P.O. Box 100  
Woden, A.C.T. 2606

Dear Allan,

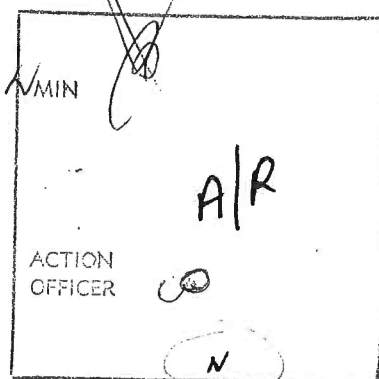
Enclosed please find an audit statement covering grant monies to the Queensland AIDS Committee Trust for the 1986-87 financial year.

Certifications as required in paragraphs 23(i) (ii) (iii) (iv) and (v) are also enclosed.

Yours faithfully,

  
Stephen W. Freiberg,  
Treasurer

encs



27 NOV 1987  
30 NOV 1987



Queensland AIDS Council Trust

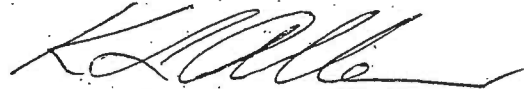
Statement of Receipts and Payments as at 30th June 1987

<u>RECEIPTS</u>	QuAC	NAEP	Total
Commonwealth Dept of Health	67500.00	39500.00	107000.00
Sisters of Mercy	67586.00		67586.00
Interest	908.43		908.43
Miscellaneous Credit	23.00		23.00
Accrued Expenses transferred	524.32		524.32
	<u>136541.75</u>	<u>39500.00</u>	<u>176041.75</u>
<u>PAYMENTS</u>			
Staffing costs	33406.66	8685.50	42092.16
Education/Publicity	12233.94	1725.10	13959.04
Postage	2015.92	445.49	2461.41
Telephone	5473.90	2573.38	8047.28
Stationery/Consumables	4770.17	787.85	5558.02
Newspapers	34.08	--	34.08
Rent (Brisbane)	11158.29	--	11158.29
Gas/Electricity/Security/Maintenance	6890.27	306.71	7196.98
Office Furniture/Equipment	2706.20	22146.12	24852.32
Insurance -			
Workers Compensation	150.22	--	150.22
Public Liability	135.44	--	135.44
Fire & Contents	155.08	--	155.08
Bank Charges/Sundries	206.64	--	206.64
Cash floats	250.00	--	250.00
Staff Advertising	336.67	--	336.67
Gold Coast	5919.84	--	5919.84
Townsville	8733.43	--	8733.43
Toowoomba	744.07	--	744.07
High Risk Education	219.20	--	219.20
Travel	1363.08	1680.86	3043.94
Volunteer Training	431.51	59.24	490.75
	<u>97334.61</u>	<u>38410.25</u>	<u>135744.86</u>
<u>TOTAL RECEIPTS (30.6.87)</u>	136541.75	39500.00	176041.75
<u>TOTAL PAYMENTS</u>	<u>97344.61</u>	<u>38410.25</u>	<u>135744.86</u>
	<u>39197.14</u>	<u>1089.75</u>	<u>40296.89</u>

AUDIT REPORT

QUEENSLAND AIDS COMMITTEE TRUST

In my opinion the attached Statement of Receipts and Payments as at 30 June 1987 representing the disposition of Commonwealth Government and other grants is properly drawn up. Information and explanations necessary to verify these items have been obtained.



K.L. Allen, B.Com (Qld), AASA, CPA

17 November 1987



BANK RECONCILIATION

Bank Balance as at 30th June 1987

59481.06 cr

Less Outstanding Cheques:

241202	145.92
206	188.79
209	619.00
211	4000.00
212	74.40
213	133.30
214	678.91
215	190.10
216	1030.00
217	876.00
218	36.55
219	306.71
220	4481.00
221	133.36
222	855.63
223	1037.00
224	633.94
225	30.00
226	59.76
227	220.00
230	1014.00
233	977.05
234	56.75
235	110.00
236	296.00
245	600.00
246	400.00

19184.17  
40296.89 cr



ACCRUED EXPENSES

QuAC

NAEP

Total

Accounts Now Received:

D.A. Book Aust	64.50		64.50
N. Biddle	300.00		300.00
S. Riley	250.00		250.00
W. Rutkin	323.00		323.00
Wynnum Stationery		678.00	678.00
Deputy Commissioner Taxation		300.63	300.63
C. Prickett	10.00		10.00
Creative Micro Solutions	45.00		45.00
Telecom	82.54		82.54
International Bookshop	63.93		63.93
Attwood & Marshall	410.75		410.75
I. Loveluck	525.00		525.00
Telecom	38.77		38.77
C. Prickett & P. Kerr	316.30		316.30
Wynnum Stationery	295.94		295.94
Océ Australia	6216.00		6216.00
Telecom	489.00		489.00
Telecom	392.15		392.15
Voca	550.00		550.00
J. Rigsby	301.06		301.06
Telecom	475.21		475.21
Telecom*		2822.23	2822.23
Telecom*		1561.96	1561.96
Telecom+	2315.03		2315.03

Budget Items:

Display stand	4000.00		4000.00
Evaluation	4000.00		4000.00

Safer Sex Programs:

Operation Vampire II	3200.00		3200.00
Stop AIDS Project	2900.00		2900.00
Condom Promotions	720.00		720.00

Volunteer Training:

Public Speaking Training	350.00		350.00
Reprinting of Training Program	2000.00		2000.00
Reprinting QuAC Brochure	1000.00		1000.00

Education:

Low cost reprint '90 Questions' (no brochures available in Qld)	2000.00		2000.00
---	---------	--	---------

Staff:

Accrued holiday pays/leave loadings	1300.00		1300.00
-------------------------------------	---------	--	---------

\* These accounts (photocopies enclosed) are expenses incurred as a result of the NAEP but not received until 24 August 1987. We are obviously going to have to pay these accounts from existing funds, but advise that if separate funding cannot be made available to cover the expense of the 008 numbers, we see no alternative but to have them disconnected.


+ These charges relate to dismantling and reconnecting the telephone system from Ann Street to Stanley Street.





CERTIFICATE BY RESPONSIBLE OFFICER

I, Stephen W. Freiberg, as Treasurer of the Queensland AIDS Council, certify that grant monies have been used in accordance with the Conditions of Grant as set out in the document "Commonwealth AIDS Funding Program - Standard Conditions Relating to 1986-87 Grants".



Stephen W. Freiberg,  
Treasurer

17 November 1987



DETAILS OF INSURANCE POLICIES HELD BY  
QUEENSLAND AIDS COUNCIL TRUST

Insurer: Australian Mutual Provident Society  
Policy # 4L014470X Public Liability \$1,000,000  
4F016312K Fire 18,700  
4#002414X Electronic Equipment 10,835

DETAILS OF OTHER INCOME

Bank Interest rec'd \$ 908.43

Award wages have been paid to all employees of the  
Queensland AIDS Council Trust.



Stephen W. Freiberg,  
Treasurer

17 November 1987



SH JM

- 4 DEC 1987

Dear Mr Rutkin,

I am directed by the Honourable the Minister for Justice and Attorney-General to refer to your letter of 29th October, 1987 regarding the appointment of Trustees and an auditor of the Queensland AIDS Council.

The names and addresses of the two Trustees as contained in your correspondence, have been entered on the relevant records in the Charities Section of this Department. Notice of the appointment of the third Trustee should be forwarded direct to the Charities Officer of the Department at G.P.O. Box 1638, Brisbane 4001.

The Minister has approved that Ms Kerrie Allen audit the books of your Association subject to the condition that the position may be reviewed at any time.

Yours faithfully,

J. HINCKS

(J. HINCKS)  
Under Secretary

Mr. W.A. Rutkin,  
President,  
Queensland AIDS Council,  
P.O. Box 548,  
WOOLLOONGABBA. Q. 4101



# QUEENSLAND AIDS COUNCIL

Commonwealth Government funded...  
providing information and services  
in the fight against AIDS

HEAD OFFICE: 546 Stanley Street Water Hill 4101  
(entrance off Water St)  
P.O. Box 548 Woolloongabba 4101  
Telephone (07) 844 1990



4629.

WR/216/87

29 October 1987

The Hon. Paul Clauson  
Minister for Justice and Attorney-General  
P.O. Box 1601 GPO  
Brisbane 4001

Dear Minister,

I write to advise that at the recent Annual General Meeting of the Queensland AIDS Council Mrs J.H. Gartside, Mrs Nora Peck and Mr Phillip V. Tahmindjis resigned as Trustees of the Queensland AIDS Council Trust.

Dr John Seymour of 149 Wickham Terrace Brisbane, and Mrs Peter Hackworth of 242 Hawken Drive St Lucia have accepted appointment as Trustees. A third appointee is under consideration and advice will be forwarded to your department as soon as possible.

As indicated in our application for registration as a charitable body, Ms Kerrie Allen, C.P.A., A.S.A.A. has agreed to act as auditor for the Council. We are advised by your staff that an auditor is required to be registered with the Public Accountants Registration Board. Ms Allen is not so registered, and we ask that in view of her other qualifications this requirement be waived.

We would appreciate an early decision as an audit statement is required by the Commonwealth for funds granted for the 1986-87 financial year.

Yours sincerely,

*for [Signature]*  
W.A. Rutkin,  
President

*Ms Allen may be approved subject to  
Usual Qualification*

*[Signature]*  
WA 9/11/87

<i>MIN</i> <i>[Signature]</i>
ACTION OFFICER
<i>RC Ann</i>

2 NOV 1987  
3 NOV 1987





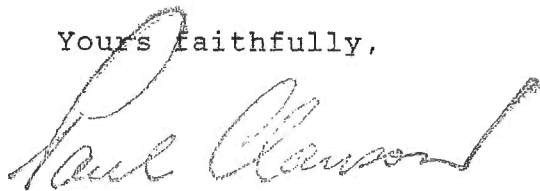
15 JUL 1987

Dear Mr Rutkin,

I refer to your recent correspondence and discussions with myself and officers of my Department concerning recognition of the charitable purposes of the Queensland AIDS Council under the provisions of the Collections Act 1966 - 1981.

I am pleased to enclose Sanction No. 3467, issued pursuant to the Collections Act, which authorises the conduct of public appeals for support, within this State, to raise monies to fund the objectives of the Queensland AIDS Council.


Yours faithfully,



PAUL CLAUSON  
Minister for Justice  
and Attorney-General.

Mr W.A. Rutkin,  
President,  
Queensland AIDS Council,  
P.O. Box 548,  
WOOLLOONGABBA, Q. 4101

10/ Please prepare replies to all letters of support received.



sent 16/7/87



Collections Act 1966-1981  
(Regulation 14 (2) )

**SANCTION**

No. 3467

I, ..... PAUL JOHN CLAUSON .....

the Minister for Justice and Attorney-General for the State of Queensland, in pursuance of the provisions of the Collections Act 1966-1981 do hereby sanction the charitable purposes of the QUEENSLAND AIDS COUNCIL

~~xx being the objects of x~~ .....

~~and~~

\* being a purpose to which Part III of that Act applies, as a purpose for which any appeal or appeals for support may be made

This sanction is in force—

\* Until revoked under and in accordance with the provisions of the Collections Act 1966-1981, or x

\* For the period from ..... to ..... (both inclusive) x

~~The promoter or promoters of all appeals for support for these purposes is or are~~

This sanction is subject to the following conditions: The promoter of each and every appeal for support for the purposes herein sanctioned shall be previously authorised in writing to act as such, whether by his/her name or by the office which he/she holds, by the governing body of the Queensland AIDS Council.

Dated at Brisbane, this ..... 14th ..... day of ..... July ..... , 19 87 .....

Minister for Justice and  
Attorney-General



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 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;
- (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;
- (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 general 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 thereof;
- (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;
- (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;
- (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 tabling of financial statements at meetings.

## APPLICATION FOR SANCTION

To The Under Secretary  
Department of Justice  
Charities Section,  
Box 1638, G.P.O.,  
BRISBANE. Q. 4001

I, WILLIAM ANTHONY RUTKIN  
(Surname in BLOCK letters and Christian names)

of 720 BRUNSWICK ST. NEW FARM Q 4006  
(Full address)

do hereby apply for the grant of a sanction for the making of appeals for support for the following purposes:

the charitable purposes of the Queensland AIDS Council.  
(Here state fully the purposes required to be sanctioned)

\* We, whose names, addresses and signatures appear hereunder, being the persons prepared to act as promoter of all appeals for support for these purposes, hereby hold ourselves severally and collectively responsible to the Minister for Justice for the satisfactory conduct of all appeals for support for these purposes, and for the furnishing of all returns and other information required to be furnished:—

SURNAME	CHRISTIAN NAMES	ADDRESS	SIGNATURE
RUTKIN	WILLIAM ANTHONY	720 Brunswick St New Farm Q 4006	<i>William Rutkin</i>
NORTH	PETER JOSEPH	111 DORNOCH TEE. HIGHGATE HILL 4101.	<i>Peter Joseph North</i>
PRICKETT	COREY VIVIAN LEWIS	290 Rock Rd. Wendell Heights	<i>Corey Vivian Lewis</i>

The following information is supplied:—

(a) Appeals for support for these purposes ~~\* will not be made~~ continuously.  
\* will be made

(b) A sanction for these purposes is desired for—

\* An indefinite duration of time

\* The period ..... to ..... (both inclusive).

(c) The name and address of the Bank into which moneys raised by or resulting from appeals for support for these purposes is to be deposited is:

Bank of Queensland, Fortitude Valley

(d) The title of the bank account Queensland AIDS Committee Trust Acc No. 1.

Queensland AIDS Committee Trust Acc No. 2 Queensland AIDS Committee



(e) The names of the persons authorised to operate on the bank account are:

counts Phillip Tahmindjis, Nova Peck, Jacqueline Gartside (Trustees) - any two  
B, C.  
count c. W. Atkin, P. Kerr, B. Nunn, P. Tahmindjis, N. Peck, J. Gartside - any two

(f) The localities or towns in which appeals for support for these purposes will be made are:

Townsville QLD

Where the purpose to be sanctioned comprises the objects of any association (a) and (b) below to apply.

(a) The following further information is supplied:—

(1) (a) The name of the association is: Queensland AIDS Council.

(b) Address of the association is: 546 Stanley St, South Brisbane

(2) The objects of the association are: as per constitution.

(3) The names and addresses of the President, Secretary and Treasurer are:

President William Anthony Rutkin, 720 Brunswick St New Farm,  
Secretary Bernard Michael Nunn 100 Victoria St Spring Hill  
Treasurer Peter Wilson Kerr 290 Rode Rd, Wavell Heights

(4) The names and addresses of the Trustees are: Mr Philip Tahmindjis, 50

Crase St New Farm, Mrs Nova Peck 4/19 Agnes St, Morningside,  
Mrs Jacqueline Gartside, 629 London Rd, Chandler

(5) The name, address and qualifications of the Auditor are:

Ms Kerrie Allen C.P.A. C/o Griffith University

(b) Accompanying this application are:

(1) An up-to-date copy of the constitution, certified as a true and correct copy thereof by any two members of the governing body of the association.

(2) A copy of the minute or resolution of the proceedings of the association or governing body thereof approving the making of this application, certified as a true and correct copy thereof by the two members of the governing body of the association referred to in (1) above.

(3) A copy of the last balance-sheet or statement of the financial affairs of the association.

(4) The consent in writing of the central body of the association (required only if this application is made on behalf of a local or affiliated branch or section of an association).

The date of conclusion of the financial year is: 30th June

Dated at Brisbane, this eight day of July, 1987

Signature: [Signature]

*QUEENSLAND AIDS COUNCIL...assisting the community with information and services  
in the fight against AIDS*

BRISBANE	GOLD COAST	GOLD COAST	H'WAY	TOOWOOMBA:	TOWNSVILLE:
	Queensland AIDS Council		4217	BOX 5469	P.O. BOX 2106
	P.O. Box 548,			MARGARET ST P.O.	TOWNSVILLE 4810
	Woolloongabba, Q. 4101.		4217	TOOWOOMBA 4350	
	(07) 844 1990			(076) 391 820	(077) 211 384

The Hon. Paul J. Clauson  
Minister for Justice and Attorney General  
State Law Building  
Cnr George & Ann Streets  
Brisbane 4000

Dear Mr Clauson,

I am writing to advise you of a significant portion of the work currently being undertaken by the Queensland AIDS Council. The Council is currently providing accommodation facilities for persons with terminal AIDS in a residential property provided by the Sisters of Mercy. The house has been repainted and refurbished at a cost of \$6000 approximately. All monies were raised by the Council.

The Council has for two years trained persons to voluntarily assist people suffering from AIDS who do not require hospitalisation. Testimony of our work in this area can be had from the St Lukes Nursing Service and the Blue Nurses. To date the Council has provided home care for eleven people.

The Council regularly responds to requests from persons suffering from AIDS for assistance either for food, clothing and quite frequently accommodation. From time to time we are able to provide some small luxuries for people whose condition is terminal. e.g. video recorders, short holidays with our friends who have property in tourist areas.

QuAC has provided hospital visiting, prison visiting services as well as "buddy support" for people who are assessed as being isolated and depressed. The Council has acted as advocate for many who feel they suffered discrimination or injustice. QuAC has established and maintained an extensive telephone information service which has been operating since August 1985.

QuAC has agreed to provide a remote control video recorder and certain special items suggested by the nursing staff of the infectious ward at the Princess Alexandra Hospital. You will be aware that our organisation attempts to conduct comprehensive AIDS education programs and in conjunction with the University of Queensland is about to conduct the second leg of an extensive AIDS research program which will provide medical authorities with data pertinent to Queensland.

Yours faithfully

Bill Rutkin

W. A. Rutkin  
President

*QUEENSLAND AIDS COUNCIL...assisting the community with information and services  
in the fight against AIDS*

BRISBANE:	197	WAY	TOOWOOMBA:	TOWNSVILLE:
F	Queensland AIDS Council	217	BOX 5469	P.O. BOX 2106
P	P.O. Box 548,		MARGARET ST P.O.	TOWNSVILLE 4810
FI	Woolloongabba, Q. 4101.	217	TOOWOOMBA 4350	
	(07) 844 1990		(076) 391 820	(077) 211 384

8 July 1987

The Hon. Paul J. Clauson  
Minister for Justice and Attorney General  
State Law Building  
Cnr George & Ann Streets  
Brisbane 4000

Dear Mr Clauson,

All monies paid to or raised on behalf of the Queensland AIDS Council are held by the Trustees of the Queensland AIDS Council. The Trustees names and addresses are as follows:

Mr Philip Victor Tahmindjis  
50 Crase Street, New Farm 4005

Mrs Nora Peck  
4/19 Agnes Street, Morningside 4170

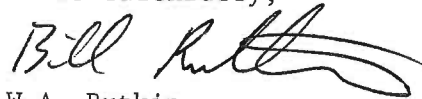
Mrs Jacqueline Holroyd Gartside  
629 London Road, Chandler 4155

A financial statement regarding monies raised through memberships and donations is not currently available but will be prepared in the next fortnight and forwarded to your office.

A statement of the principal monies held by the Trust and granted by the Commonwealth Health Department is attached for your information. Audited accounts to the 30 June 1987 will be forwarded as soon as they are completed. Please note that a condition of grant is that audited accounts be available within 60 days of the end of the financial year.

Currently \$13,065.79 is held in respect of memberships and donations, and \$53,488.49 remains of monies granted by the Commonwealth Health Department and the Sisters of Mercy. Our bankers are the Bank of Queensland.

Yours faithfully,



W.A. Rutkin,  
President



*QUEENSLAND AIDS COUNCIL...assisting the community with information and services  
in the fight against AIDS*

BRISBANE

GOLD COAST- 2240 GOLD COAST HWY

TOOWOOMBA:

TOWNSVILLE:

Queensland AIDS Council  
P.O. Box 548,  
Woolloongabba, Q. 4101.  
(07) 844 1990

IE 4217

IE 4217

BOX 5469  
MARGARET ST P.O.  
TOOWOOMBA 4350

(076) 391 820

P.O. BOX 2106  
TOWNSVILLE 4810

(077) 211 384

(07) 854 1758

(075) 304 011

Elected Officers of the Committee of Management of the Queensland AIDS Council:

1. William Anthony Rutkin, President  
Shopkeeper  
720 Brunswick Street, New Farm 4005  
Telephone 3583089
2. Bernard Michael Nunn, Secretary  
Clerk  
100 Victoria Street, Spring Hill 4000  
Telephone 8322020
3. Peter Wilson Kerr, Treasurer  
Bank Officer  
290 Rode Road, Wavell Heights 4012  
Telephone 3599268
4. Peter John North, Vice-President  
Senior Tutor, University of Queensland  
111 Dornoch Terrace, Highgate Hill 4101
5. Dr Malcolm McCamish, Executive Education Co-ordinator  
Senior Tutor, University of Queensland  
28 Dudley Street, Sherwood 4075  
Telephone 3798156
6. Dr Peter Hardwick Foote, Advising Medical Officer  
Medical Practitioner  
43 Ivy Street, Indooroopilly 4068  
Telephone 870 8136
7. Cory Vivian Lewis Prickett, Print Collective Convenor  
Licensed Second-hand Dealer  
290 Rode Road, Wavell Heights 4012  
Telephone 3599268
8. Noel Raymond Stafford Biddle, Social Convenor  
Unemployed  
27 Bathurst Street, Red Hill 4059
9. Ann Cockburn, Volunteer Co-ordinator  
School teacher  
43 Strath Street, Highgate Hill 4101  
Telephone 8444427
10. Desmond McMahon, Special Advisor  
Clerk  
1/520 Main Street, Kangaroo Point 4169  
Telephone 3931869





RESOLUTION OF THE QUEENSLAND AIDS COUNCIL

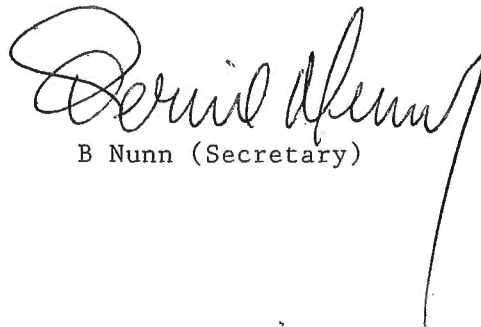
7th July 1987

That the Queensland AIDS Council immediately make application to the Minister for Justice to sanction the charitable activities of the council under The Collections Act 1966-1981.

Moved W Rutkin  
Seconded Dr Peter Foote

Passed unanimously.

I hereby certify that this is a true and correct copy of the resolution of the Queensland AIDS Council meeting held in Brisbane on July 7th 1987.



B Nunn (Secretary)



BREAKDOWN OF GOLD COAST EXPENDITURE AS AT 31st MARCH 1987

Rent	3120.00
Stationery/Consumables	219.01
Photocopying/Printing	130.12
Telephone	465.15
Postage	71.51
Advertising ((Counselling service)	221.40
Security (keys)	25.00
Electricity	147.85
Building Maintenance	66.00
Travel	23.29
Wages	97.02
Rates	262.00
Insurance (fire)	3.23
Petty Cash Float	200.00
Petty Cash Reimbursement	155.04
	<u>5206.62</u>

BREAKDOWN OF TOWNSVILLE EXPENDITURE AS AT 31st MARCH 1987

Post Office Box Rental	23.00
Rent	4800.00
Wages	1230.80
Electricity	455.29
Advertising (AGM)	14.30
Telephone	1300.01
Stationery	32.60
Insurance (fire)	5.46
	<u>7861.46</u>

BREAKDOWN OF TOOWOOMBA EXPENDITURE AS AT 31st MARCH 1987

Petty Cash Float	200.00
Advertising (Counselling service)	13.44
	<u>213.44</u>

Queensland AIDS Committee Trust

Statement of Income and Expenditure as at 31st March 1987

INCOME

Commonwealth Dept of Health	67500.00
Accrued Expenses transferred from 85/86 funds	524.32
Accrued Interest from 85/86 funds	908.43
Miscellaneous Credit (Bank Statement No.2)	23.00
	<u>68955.75</u>

EXPENDITURE

Staffing Costs	25290.18	
Education/Publicity	3836.84	
Postage	1315.14	
Telephone	3372.44	
Stationery/consumables	3126.25	
Newspapers	4.08	
Rent (Brisbane)	9041.63	
Gas/Electricity/Security	799.91	
Office furniture/equipment	627.59	
Insurance:		
Public Liability	62.00	
Fire & Contents	155.08	
Bank Charges	50.00	
Cash Floats	250.00	
Gold Coast Expenses	5206.62	
Townsville Expenses	7861.46	
Toowoomba Expenses	213.44	
High Risk Education	219.20	
Travel	1000.29	
Volunteer Training	<u>431.09</u>	<u>62863.24</u>
		6092.51
		<u>72.24</u>
Stolen Petty Cash		<u>6020.27 credit</u>

BANK RECONCILIATION

Bank Balance as at 31.3.87		7090.99 credit
Less outstanding cheques:		
303592	50.00	
405803	<u>324.00</u>	
405811	<u>696.72</u>	<u>1070.72</u>
		<u>\$ 6020.27 credit</u>

J.H. Gartside, Trustee  
16 June 1987

## CONSTITUTION OF QUEENSLAND AIDS COUNCIL

### NAME

1. The name of the organisation shall be Queensland AIDS Council.

### OBJECTS

2. The objects of the organisation shall be to provide welfare, accommodation, counselling, and financial assistance to persons with AIDS, their families, friends, to provide education about AIDS to all interested persons, to encourage and conduct AIDS related research, and to do all such other things as the committee of management may from time to time agree upon in pursuance of the objects of this organisation.

### CLASSES OF MEMBERS

3. The members of the organisation shall consist of ordinary members.

### MEMBERSHIP

4. (a) The number of ordinary members shall be unlimited.  
(b) Subject to this constitution any person who is not less than 18 years of age shall be eligible to become a member of the organisation upon payment or tender to the organisation of his or her annual subscription for the current financial year.

### ANNUAL SUBSCRIPTIONS

5. (a) The annual subscription for each financial year shall be such sum as the members at any annual or general meeting may from time to time determine.  
(b) The annual subscription shall be payable in advance on the first day of July in every financial year after which no resignation, termination or forfeiture of membership shall exempt a former member from payment of the current year's subscription.  
(c) Payment or tender of the annual subscription shall be made to the Secretary personally or through the post addressed to the Secretary.  
(d) A financial member at any material time is a member who is not then indebted to the organisation in respect of any annual subscription or levy or other payment whatsoever.  
(e) Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting to speak or vote upon any motion at any annual or general meeting of the organisation.  
(f) A member who is in arrears with his or her annual subscription for 12 calendar months shall be deemed to have forfeited membership but the Council or on appeal from an adverse decision of the Council the members, may reinstate him or her on payment of the amount due.





ADMISSION AND REJECTION OF ORDINARY MEMBERS

6. (a) All applicants for membership shall be nominated by two financial members. The application for membership shall be in such form and shall contain such particulars as the Council may from time to time reasonably prescribe.

The application form shall be deposited with the Secretary with the applicant's annual subscription for the current financial year.

- (b) Admission to ordinary membership shall be by election of the Council, or, upon appeal, by the members. At the Council meeting next following the payment or tender to the Secretary of the annual subscription for the current financial year as provided by this constitution, the Council shall consider the application of each applicant and shall elect or reject him or her as a member.

Any applicant who received a majority of the votes of the members of the Council present at the meeting at which his or her application is being considered shall be declared elected by the chairman as an ordinary member.

- (c) Upon the election or rejection of an application for membership the Secretary shall forthwith give to him or her notice in writing of such election or rejection.

APPEAL AGAINST REJECTION OF MEMBERSHIP

7. (a) A person whose application for membership has been rejected may, within one month after receiving written notification of such rejection, appeal against the decision of the Council to a general meeting of the members of the Council held for the purpose of determining that appeal.

Notice in writing of his intention to appeal shall be given to the Secretary.

The Council shall convene such a general meeting so that the general meeting is held within three months of the date of receipt by the Secretary of a notice to appeal, at a time suitable to the majority of members to attend thereat.

At such meeting the appellant shall be given the opportunity to fully present his or her case either orally or in writing or partly by one of these means and partly by the other and the Council or those members thereof who rejected the application shall subsequently likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the majority of the financial members present at that meeting.

- (b) Where a person, whose application is rejected, does not within the time prescribed by this constitution, appeal against the decision of the Committee, or so appeals but his appeal is unsuccessful, the Secretary shall refund to him the amount of the annual subscription paid to the Secretary.



TERMINATION OF MEMBERSHIP

8. A member may resign from the organisation at any time by giving notice in writing to the Secretary. Such resignation shall only take effect at the time when 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.

If a member:

- (1) is convicted in a court of an indictable offence; or
- (2) fails to comply with any of the provisions of this constitution; or
- (3) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the organisation

the Council shall consider whether his membership shall be terminated.

The member concerned shall be given a full and fair opportunity of presenting his or her case and if the Council resolves to terminate his or her membership they shall instruct the Secretary to advise the member accordingly. The member may, within one month after receiving such written notification, appeal to a general meeting of members.

Notice in writing of his or her intention to appeal shall be given to the Secretary.

The Council shall convene a general meeting so that such meeting is held within three months of the date of receipt by the Secretary of a notice of intention to appeal, at a time suitable to the majority of members to attend thereat.

At such meeting the appellant shall be given the opportunity of fully presenting his or her case either orally or in writing or partly by either of these means and the Council or those members thereof who intend to terminate the membership shall subsequently likewise have the opportunity of presenting its or their case.

The appeal shall be determined by the vote of a majority of the financial members present at the meeting.

Where a person, whose membership the Council intends to terminate, does not appeal against the decision within the time provided by the constitution, or so appeals but his or her appeal is unsuccessful, the membership of that person shall thereupon be deemed to be terminated.



REGISTER OF MEMBERS

9. (a) The Council shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the organisation and the dates of admission.
- (b) Particulars shall also be entered of resignations, terminations and reinstatement of membership and any further particulars as the Council or the members at any annual or general meeting may require from time to time.
- (c) The Register of Members may be open<sup>ed</sup> for inspection at all reasonable times by any financial member who previously applies in writing to the Secretary for such inspection.

MANAGEMENT

10. The general control and management of the administration of the organisation shall be by a "Committee of Management" consisting of a President, Vice-President, Secretary, Treasurer and such number of the committee members not being less than 2 as the members of the organisation at any annual general meeting may from time to time appoint.
11. At the annual general meeting of the organisation, all the members of the committee for the time being shall retire from office, but shall be eligible for re-election.
12. Any member of the committee may resign at any time from membership of the committee by notice in writing delivered to the Secretary but such resignation shall only take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on that later date or he may be removed from office at a general meeting of the organisation convened for that purpose.

At any such general meeting the member shall be given the opportunity to fully present his case either orally or in writing or partly by either of these means. The question of removal shall be determined by the vote of the majority of the financial members present at such general meeting.

VACANCIES ON COMMITTEE

13. The Committee shall have power to appoint a financial member who may or may not then be a member of the committee to fill any casual vacancy on the committee until the next annual general meeting. Where a member of the committee is so appointed, then the committee may fill the vacancy caused by such appointment by a financial member who is not then a member of the committee.

Every member so appointed shall retire at the next annual general meeting but shall be eligible for election as a member of the committee at such meeting.



FUNCTIONS OF THE COMMITTEE

14. Except as otherwise provided by this constitution and subject to resolutions of the members of the organisation carried at any annual or general meeting of the committee -

- (a) shall have the general control and management of the administration of the affairs, property and funds of the organisation; and
- (b) shall have authority to interpret the meaning of this constitution and any matter relating to the organisation on which this constitution is silent; and
- (c) shall have authority to negotiate with other groups of persons or unincorporated associations wishing to affiliate with the Queensland AIDS Council.

MEETINGS OF THE COMMITTEE

15. (a) The committee shall meet at least once in every month to exercise its functions.
- (b) A special meeting of the committee shall be convened by the Secretary on the requisition writing of not less than 2 members of the 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.
- (c) At every meeting of the committee 4 members of the committee shall constitute a quorum.
- (d) Subject as previously provided in this Rule, the committee may meet together and regulate its proceedings as it thinks fit:
- Provided that questions arising at any meeting of the committee shall be decided by a majority of votes and in the case of equality of votes on any question or at any meeting of the committee the question shall be deemed to be decided in the negative.
- (e) Not less than fourteen days notice shall be given to members of the committee of any special meeting of the committee.

ANNUAL GENERAL MEETINGS OR GENERAL MEETINGS

16. (a) Subject to this constitution, the annual general meeting shall be held in the month of August in each year.
- (b) The business to be transacted at every annual general meeting shall be:
- (1) the receiving of the committee's report and the balance sheet and statement of accounts for the preceding financial year;





- (2) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- (3) the election of members of the committee;
- (4) the appointment of an auditor.

17. At the annual general meeting 13 members shall constitute a quorum and at a general meeting 13 members shall constitute a quorum.

If, within 30 minutes from the time of commencement of any annual, general or committee meeting a quorum be not present, the meeting shall stand adjourned for 2 weeks to the same time and place of which every member shall receive due notice.

If, within 30 minutes from the time of commencement of such adjourned meeting, a quorum be not present, the meeting shall proceed with those members present.

If, within 30 minutes from the time of commencement of any special meeting called for any purpose a quorum be not present, the meeting shall lapse.

18. The Secretary shall -

- (1) when directed to do so by the committee; or
- (2) upon being given a requisition in writing signed by not less than 4 members of the committee or not less than 4 ordinary members and clearly stating the purpose for which the general meeting is desired; or
- (e) upon being given a notice in writing of appeal against the decision of the committee to reject an application for membership or of intention to terminate the membership of any person

convene a general meeting of members.

19. The Secretary shall convene all annual and general meetings of the organisation by giving not less than fourteen days notice of such meetings to all financial members.

20. The manner by which such notice is given shall be determined by the committee.

21. Unless otherwise provided by this constitution, at every annual and general meeting -

- (1) the president shall be chairman and in his absence a chairman shall be elected by resolution of a majority of the financial members present at 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 the financial members present;
- (4) every financial 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;
- (5) voting shall be by show of hands or a division of members, unless not less than 4 financial 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 committee meeting, annual meeting and general meeting to be entered in a book to be provided for that purpose, such book to be open for inspection at all reasonable times by any financial member who previously applies in writing to the Secretary for that inspection.

#### BY-LAWS

22. The committee may from time to time make, amend or repeal by-laws, not inconsistent with this constitution, for the internal management of the organisation and any by-law may be set aside by a general meeting of members.

#### ALTERATION OF CONSTITUTION

23. This constitution may be amended from time to time by a resolution carried at any annual or general meeting.

Any proposed change to the constitution must be advised in writing to the Secretary 30 days prior to the annual or general meeting.

Any proposed change to the constitution must be advised in writing to all financial members.

#### TRUSTEES

24. There shall be three 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.



FUNDS

25. (a) The income and property of the organisation shall be applied in promotion of its objects.
- (b) The funds of the organisation shall be banked in the name of the organisation in such bank as the committee may from time to time direct.
- (c) Proper books and accounts shall be kept and maintained showing correctly the financial affairs of the organisation and the particulars usually shown in books of a like nature.
- (d) All moneys shall be banked as soon as practicable after receipt of them.
- (e) All amounts of \$20.00 or over shall be paid by cheque signed by any two of the president, secretary or treasurer.
- (f) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (g) The Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (h) It shall be the duty of the Treasurer to ensure that the current liabilities of the Council do not exceed its current assets (i.e. a positive liquidity ratio shall be maintained at all times).
- (i) Accounts for payment shall be presented and passed at a committee meeting.
- (j) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement of receipts and payments and income and expenditure and a balance sheet for the financial year just ended.

All such statements shall be examined by the auditor who shall present this 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.

- (k) No dividend shall be paid to, and no income or property of the organisation shall be distributed amongst the members.

FINANCIAL YEAR

24. The financial year of the organisation shall close on 30th June in each year.

DISSOLUTION

25. The organisation shall be dissolved -

- (a) if the membership is less than three persons; or
- (b) if a resolution to that effect is carried by a vote of a three-fourths majority of the financial members present at a general meeting convened to consider the question.

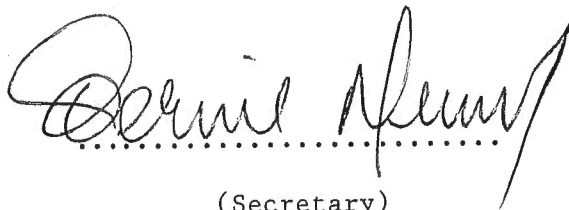
The property and other assets of the organisation remaining after the payment of all expenses and other liabilities shall be handed over to some other organisation or organisations (having similar objects or in part similar objects) gifts to which are allowable deductions under the provisions of section 78(1)(a) of the Income Tax Assessment Act as the majority of members present at such general meeting, by resolution, may decide.

Certification

We certify that this is a true and correct copy of the Constitution of Queensland AIDS Committee.



(President)



(Secretary)

