

Associations Incorporation Form 1



Queensland Government

Application for incorporation of an association

Associations Incorporation Act 1981

This form is effective from 16 August 2021

ABN: 13 846 673 994

OFFICE USE ONLY

Date received **RECEIVED**
23 SEP 2022

HERVEY BAY OFFICE

Lodgement details

LU number:

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

Instructions

Please use **BLOCK** letters when completing this form. Attach extra sheets if necessary. All dates should be DD/MM/YYYY.

Privacy statement—please read

The Office of Fair Trading (OFT) collects information as required by the *Associations Incorporation Act 1981*. Information will be placed on a register which is accessible to the public upon payment of a prescribed fee. Any documents required by the public upon payment of a prescribed fee disclosed without your consent where authorisation may also be shared on a confidential basis.

CRN: 110113873271496

If you give the OFT an email address to communicate with us, your communications will be stored on your email account. If you are outside of Australia, by giving us your email address, information contained within the emails to and from us may be stored on a server outside of Australia.

RV Homebase Social Group

Fees

The applicable fee for this form is available on the Fair Trading website at www.qld.gov.au/fairtrading. No GST is payable on the fee.

Part 1—Personal particulars—appointed person

Person appointed to make this application

Any correspondence regarding this application will be sent to this person.

Preferred title Mr Mrs Ms Miss Other (specify)

Last name [] Given name []

Postal address []

Suburb [] State Q L D Postcode

Phone (day time) [] Mobile []

Email []

Part 2—Current or unincorporated association details

Current association

E.g. 'XYZ' hockey association.

An association is not eligible if it has less than seven members.

If the association is a branch, the written agreement of the parent association to allow incorporation must be included with this application. If the applicant is only affiliated with a body, written consent is not required.

Note: the secretary of an incorporated association must, within 30 days after incorporation, request the Registrar of Titles in writing to record in the appropriate register details of land or any interest in land gained by the association because of its incorporation under the Act.

a) Current name of association RV Homebase Social Group

b) Number of members currently in association 500

c) Approximately when did the association commence? 2020

d) Does the association provide a financial gain to its members? Yes No

e) Is the association a branch of another association? Yes No

f) If yes, what is the full name of the parent association?

g) Does the association own or lease land or hold an interest in land, or is a trustee of trust land under the *Land Act 1994*? Yes No

If yes, please provide details

Part 2—Current or unincorporated association details continued

Resolution passed

If the association is a branch, the resolution can only be passed after the parent body has given permission for incorporation.

The members of the above named unincorporated association at a general meeting duly convened and held at RV Homebase Club House

..... on

2	1	/	0	9	/	2	0	2	2
D	D		M	M		Y	Y	Y	Y

 passed a resolution with three quarters majority deciding to incorporate under the Act and to adopt proposed rules for the incorporated association. A second resolution was also passed to appoint the person named in Part 1 to make this application.

Part 3—Proposed incorporated association particulars

Proposed name

The association's name must include either 'Inc.' or 'Incorporated'. (* Please tick whichever is applicable) If the association is a branch, it must include the word 'branch' in its name. e.g. 'XYZ hockey association—Gatton branch Inc.' Registration will be made in the first available name.

1st preference RV Homebase Social Group
 Incorporated* / Inc*
 2nd preference RVHBSG
 Incorporated* / Inc*
 3rd preference RVHB Social Group
 Incorporated* / Inc*

Postal address

Postal address
 Suburb State

Q	L	D
---	---	---

 Postcode

4	6	5	0
---	---	---	---

Nominate address for service

A post office box address is not acceptable.

Address
 Suburb State

Q	L	D
---	---	---

 Postcode

4	6	5	0
---	---	---	---

Bank details

Name of **existing** or **proposed** bank/building society/credit union
Commonwealth Bank
 Branch Maryborough

Office holders of the association following incorporation

A post office box address is not acceptable.

If a secretary has not yet been elected, the association must appoint a secretary within one month of incorporation and notify the department (use Form 10A).

President: Name
 Residential address
 Suburb State

Q	L	D
---	---	---

 Postcode

4	6	5	0
---	---	---	---

 Phone Mobile
 Email
 Place of birth Date of birth:
D D M M Y Y Y Y
Treasurer: Name
 Residential address
 Suburb State

Q	L	D
---	---	---

 Postcode

4	6	5	0
---	---	---	---

 Phone Mobile
 Email
 Place of birth Date of birth:
D D M M Y Y Y Y
Secretary: Name
 Residential address
 Suburb State

Q	L	D
---	---	---

 Postcode

4	6	5	0
---	---	---	---

 Phone Mobile
 Email
 Place of birth Date of birth:
D D M M Y Y Y Y
 Preferred contact method Phone Fax Mobile Email Mail

Part 3—Proposed incorporated association particulars continued

Association rules

Associations can choose to adopt either the model rules or their own rules.

Own rules must include matters to be provided for in the rules as stated in Schedule 3 of the Associations Incorporation Regulation 1999.

N.B. Any alterations/deletions to model rules other than allowed for in Appendix B means the association is adopting its 'own' rules and must follow Part (a).

The association will be :

a) adopting its own rules.

If adopting own rules, the association must :

complete **Appendix A** of this form identifying matters to be provided for in own rules.

complete prescribed statutory declaration signed by appointed person declaring rules comply with the *Associations Incorporation Act 1981*.

attach a complete copy of rules to application.

OR

b) adopting the model rules.

If adopting model rules, the association must :

complete **Appendix B (only completed Appendix B form to be lodged)**.

Books of account address

Must be kept in Queensland.

A post office box address is not acceptable.

Address

Suburb State Postcode

Part 4—Declaration

Declaration

I confirm that the unincorporated association applying for incorporation is eligible to do so as it:

has seven members or more

is not already incorporated under the *Industrial Relations Act 1999*

does not provide financial gain to its members

is not a parents and citizens association under the *Education (General Provisions) Act 1989*.

Sign here

Signature of appointed person

Dated: / /

Lodgement

IMPORTANT!

Please make sure you:

- provide all necessary information and documentation
- sign the application
- return all pages of the application form.

Please lodge the completed application, any supporting documentation and applicable fees to the Office of Fair Trading at the address below, at one of our regional offices, or at a Queensland Government Service Office.

By mail:

Registration Services Unit, GPO Box 3111, Brisbane QLD 4001

In person:

Visit www.qld.gov.au/fairtrading or call **13 QGOV** (13 74 68) for information and your nearest Fair Trading Office or Queensland Government Service Office.

Notice to appointed person

Checklist:

Have you completed Parts 1–4 of the application?

Have you signed the declaration in Part 4?

Have you included the appropriate fee?

If you are applying to use own rules have you:

Completed Appendix A?

Signed the statutory declaration?

Had the declaration witnessed by a Justice of the Peace / Commissioner for Declarations?

Attached the full copy of rules?

If you are adopting model rules have you:

Completed and signed Appendix B?

Payer details	
This section must be completed if payment has been made by another person on behalf of the applicant.	Name
	Postal address
	Suburb State <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Postcode <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
	Mobile Fax number
	Receipt request Yes <input type="checkbox"/> No <input type="checkbox"/>
	>Email .. <input type="text"/>
Payment	
Payment details	<input type="checkbox"/> Cash—pay in person Do not send cash by mail
	<input checked="" type="checkbox"/> Debit/Credit card
	<input type="checkbox"/> Money order
	<input type="checkbox"/> Cheque
	Make money order or cheque payable to the Office of Fair Trading. A receipt will not be issued unless specifically requested.

Appendix A



Application for incorporation of an association

Associations Incorporation Act 1981

This form is effective from 16 August 2021

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Complete this appendix only if the association is adopting its own rules.

Matters to be provided for in rules (Part 1—matters with examples)—

Each of these matters must be fully provided for in the association's rules.

Possible wording for any or all of these rules may be found in the model rules.

	Insert rule number
1. The name of the incorporated association (example—see model rule 2).	2 2
2. The objects of the incorporated association (example—see model rule 3).	3 ✓
3. Any membership or other fees to be paid by the members of each class of membership of the incorporated association (example—see model rule 8).	8
4. Whether or not there is a right of rejection or termination of membership and if so, the way the rejection or termination is decided (example—see model rules 9 and 10).	9
5. Whether or not there is a right of appeal against rejection or termination of membership and if so, how the right of appeal may be exercised (example — see model rules 11 and 12).	9
6. The recording of minutes of proceedings of management committee meetings and general meetings, and inspection of the minutes of a general meeting by financial members (example—see model rules 26(1) and 41(1) and (3)).	20(1), 35(1), 35(3)
7. The verification of the accuracy of the recorded minutes of meetings (example—see model rules 26(2) and 41(2)).	20(2), 35(2)
8. The amendment or rescission of, or addition to, the rules of the incorporated association (example—see model rule 43(1)).	37(1) ✓
9. The validation of an amendment or rescission of, or addition to, the rules of the incorporated association (example—see model rule 43(2)).	37(2) ✓
10. The form, custody and use of the common seal of the incorporated association (example—see model rule 44).	38(1)
11. The way the income and property of the incorporated association may be used (example—see model rule 46(2)).	40(2) ✓
12. The custody of the books, documents, instruments of title and securities of the incorporated association (example—see model rule 47).	41
13. The end date of the incorporated association's financial year (example—see model rule 48). 28/21	42 ✓
14. Distribution of surplus assets on winding-up (example—see model rule 49).	43 ✓

Matters to be provided for in rules (Part 2—matters without examples)—

Each of these matters must be fully provided for in the association's rules.

1. The following matters about membership:

a) the classes of membership of the incorporated association

5

b) the conditions of entry to a class

5

c) whether membership of a class is limited or unlimited in numbers

5

d) how a class is limited, if at all, and additional limitations of rights for a class, for example, voting rights and eligibility for holding office.

5

2. The following matters about the management committee:	
a) the designation of the positions constituting the management committee and how a member of the management committee is elected or appointed to a position	12(1), 13(1) ✓
b) the term of office of a member	12(2), (3), (4)
c) the resignation of a member	14
d) how a member is removed from office	14.3
e) appeal rights of a member if the member is removed from office	14(4), (5)
f) how a casual vacancy on the management committee is filled	15
g) the frequency of meetings of the management committee, how the meetings are called and the notice requirements for a meeting	17
h) the procedure for meetings and the size of a quorum	18
i) the functions and powers of the management committee.	16 ✓
3. The following matters about general meetings of the incorporated association:	
a) the grounds for calling a meeting	19(1)
b) how a meeting is called	19(3),(4),(5)
c) the procedure for general meetings.	31
4. How the register of members is kept.	10
5. The way the income and property of the incorporated association is to be managed and how the association's cheques must be drawn and signed.	39 ✓

Statutory declaration

QUEENSLAND OATHS ACT 1867—STATUTORY DECLARATION UPON INCORPORATION

I, do solemnly and sincerely declare that:
(name)

1. I am the person appointed by resolution of the members of
RV Homebase Social Group
.....
(name of unincorporated association)

to prepare and make an application for the association to be incorporated under the *Associations Incorporation Act 1981*.

2. The 'own rules' adopted by the members of the above mentioned association by resolution passed with a three quarters majority on 21 / 09 / 2022 comply with the *Associations Incorporation Act 1981* and I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the *Oaths Act 1867*.

Declared at **RV Homebase**
(place)

In the State of Queensland on 21 / 09 / 2022
.....
(signature of Appointed Person)

Before me **GEORGE JOHN TREMLETT** C dec.
(J.P., Commissioner for Declarations, etc)



RV Homebase Social Group Inc

Constitution V-7

**Endorsed by Members at Extra Ordinary Meeting held
on
21st September 2022**

**Registered by Office of Fair Trading:
Amended by Office of Fair Trade (date received)**

Incorporation Number:

Qld 4650

Secretary:

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1 Interpretation

(1) In these rules:

Act means the *Associations Incorporation Act 1981*.

Present: (a) at a RV Homebase Social Group Committee meeting, see rule 17(5); or
(b) at a general meeting, see rule 31(1).

President means the person holding office as Chair of the RVHB Social Group.

Group Committee means the Executive Committee of the RVHB Social Group Inc.

Members means Members of the RVHB Social Group Inc.

Secretary means the person holding office as Secretary of the RVHB Social Group Inc.

Treasurer means the person holding office as Treasurer of the RVHB Social Group Inc.

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

2 Name

The name of the incorporated association is:

1. RV Homebase Social Group Inc; or
2. RVHBSG Inc; or
3. RVHB Social Group Inc; and

hereafter referred to as the Group.

3 Objects

(1) The objectives of the Group are to:

- (a) foster the promotion of harmonious living within RV Homebase community.
- (b) foster leisure activities such as social events, BBQs, games, movies, visits to cultural centres etc;
- (c) welcome new residents into the community.
- (d) call general meetings of all members for the purpose of considering and voting on matters requiring the consent of members.
- (e) conduct voting in accordance with this Constitution and report on the results;
and
- (f) manage finances in a responsible manner giving priorities to supporting the objects of the Group.

(2) The RV Homebase Social Group is a not for profit non propriety organisation and any money raised goes towards social functions and activities for Social Group members. The Social Group Committee's purpose includes managing and accounting for all money raised, received, and spent, and for all goods and equipment owned or controlled by the Social Group. These assets must not be distributed to any member.

4 Powers

- (1) The Group has the powers of an individual.
- (2) The Group will:
 - (a) make charges for services it supplies; and
 - (b) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The Group will take over the funds and other assets and liabilities of the present unincorporated association known as the RV Homebase Social Group.

5 Classes of members

- (1) The membership of the Group consists of ordinary members who are residents of RV Homebase.
- (2) The number of ordinary members is limited to the number of residents of RV Homebase.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association will be admitted to the incorporated Group as an ordinary member.

No member can be terminated or rejected. Therefore, no appeals are necessary.

7 New membership

New membership by a new resident will be automatic as a resident of RV Homebase, unless that resident elects not to be a member.

8 Membership fees

There are no membership fees.

9 Membership ends

Membership ends when a member ceases to be a resident of RV Homebase.

10 Register of members

The register of members is as the RV Homebase Residents list.

11 Appointment or election of Secretary

- (1) The Secretary will be an individual residing at RV Homebase.
- (2) If a vacancy occurs in the office of Secretary, the members of the Group Committee will ensure a Secretary is appointed or elected for the Group within 1 month after the vacancy occurs.

12 Membership of Group Committee

- (1) The Group Committee of the Group consists of a President, Vice President, Treasurer, Secretary, Event Coordinator, Projects Coordinator, Games Coordinator, Bar

Coordinator and 2 Committee members elected at a general meeting or appointed following their applications being processed.

- (2) At each annual general meeting of the Group, the members of the Group Committee must retire from office, but are eligible, on nomination, for re-election.
- (3) An office bearer is not eligible to hold the same office, or an office performing the same (or substantially the same) functions, for more than 3 consecutive years.
- (4) A person may hold the same office on the Group Committee for more than 3 consecutive years if no other nominations are received for the position.
- (5) 2 members of one household will not be on the Social Group simultaneously unless identified by the Social Group as for a specific period and a specific purpose. This person cannot vote at committee meetings other than the AGM.
- (6) A resident who is on the Social Group Committee will not be a member of the Homeowners Association Management Team.
- (7) A member of the Group may be appointed to a casual vacancy on the Group Committee under rule 15.

13 Electing the Group Committee

- (1) A member of the Group Committee will only be elected as follows:
 - (a) any 2 members of the Group may nominate another member (the *candidate*) to serve as a member of the Group Committee;
 - (b) the nomination must be:
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the Secretary at least 7 days before the annual general meeting at which the election is to be held;
 - (c) each member of the Group present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Group Committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person will be a candidate only if the person:
 - (a) is an adult; and
 - (b) is a resident at RV Homebase; and
 - (c) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, will be posted on the noticeboard for at least 5 days immediately preceding the annual general meeting.
- (4) If required, balloting lists will be prepared containing the names of the candidates in alphabetical order.

14 Resignation, removal or vacation of office of a Group Committee member

- (1) A member of the Group Committee will resign from the committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at:
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice, the later time.
- (3) A member will be removed from office at a general meeting of the Group if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

15 Casual vacancies on Group Committee

- (1) In this rule, *casual vacancy* on a Group Committee means a vacancy that occurs when an elected member of the Group Committee resigns, dies or otherwise stops holding office.
- (2) If a casual vacancy occurs on the Group Committee, the continuing members of the committee may appoint another member of the Group to fill the vacancy until the next annual general meeting.
- (3) The other members of the Group Committee will continue despite a casual vacancy on the Group Committee.
- (4) However, if the number of committee members is less than the number fixed under rule 18(1) as a quorum of the Group Committee, the continuing members may act only to:
 - (a) increase the number of Group Committee members to the number required for a quorum; or
 - (b) call a general meeting of the Group.

16 Functions of Group Committee

- (1) Subject to these rules, or a resolution of the members of the Group carried at a general meeting, the Group Committee has the general control and management of the administration of the affairs, property and funds of the Group.
- (2) The Group Committee has authority to interpret the meaning of these rules and any matter relating to the Group on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

17 Meetings of Group Committee

- (1) Subject to this rule, the Group Committee will meet and conduct its proceedings as it considers appropriate.
- (2) The Group Committee will meet at least once every 4 months to exercise its functions.
- (3) The Group Committee will decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Group Committee.
- (5) The Group Committee will hold meetings or permit a committee member to take part in its meetings, by using technology i.e. emails, that reasonably allows the member to take part in discussions and forward a vote within an appropriate time.
- (6) A committee member who participates in the meeting as mentioned in sub rule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the Group Committee will not vote on a question about a contract or proposed contract with the Group if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.
- (9) The President is to preside as chairperson at a Group Committee meeting.
- (10) If there is no President or if the President is not present within 10 minutes after the time fixed for a Group Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

18 Quorum for, and adjournment of, Group Committee meeting

- (1) At a Group Committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a Group Committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a Group Committee meeting called other than on the request of the members of the committee:
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the Group Committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in sub rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

19 Special meeting of Group Committee

- (1) If the Secretary receives a written request signed by at least 50% of the members of the Group Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.

- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (3) A request for a special meeting will state:
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting will state:
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the Group Committee will be held within 14 days after notice of the meeting is given to the members of the Group Committee.

20 Minutes of Group Committee meetings

- (1) The Secretary will ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each Group Committee meeting are entered in a minute book, or electronically and saved as a PDF file as soon as adhering to rule 20 (2).
- (2) To ensure the accuracy of the minutes, the minutes of each Group Committee meeting will be signed by the chairperson of the meeting, or the chairperson of the next Group Committee meeting, verifying their accuracy.

21 Appointment of Auditor

- (1) An Auditor for the Group will be appointed at the Annual General Meeting or where this is not practicable, at a General Meeting or Special Meeting convened for that purpose.
- (2) The appointed Auditor will be either:
 - (a) An accountant in public practice; or
 - (b) A qualified accountant; or
 - (c) A person with the necessary commercial skills and experience to examine the books and accounts of the Group.
- (3) Where an Auditor is appointed other than on an honorary basis, the Auditor's fees will be determined prior to appointment.

22 Annual audit

- (1) As soon as possible after the end of the financial year, but prior to the Annual general meeting, the Treasurer will submit to the Group's Auditor all records of the Group and its sub-committees, which include:
 - (a) Minutes of meetings if requested;
 - (b) Records of income;
 - (c) Records of expenditure;
 - (d) Records of assets and liabilities; and
 - (e) Such other records as the Auditor considers necessary.

- (2) The audited financial statement will be presented for adoption at the Annual General Meeting of the Group.

23 Appointment of subcommittees

- (1) The Group Committee may appoint a subcommittee consisting of members of the Group considered appropriate by the committee to help with the conduct of the Group's operations.
- (2) A member of the subcommittee who is not a member of the Group Committee is not entitled to vote at a Group Committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

24 Acts not affected by defects or disqualifications

An act performed by the Group Committee, a subcommittee or a person acting as a member of the Group Committee is taken to have been validly performed.

25 Resolutions of Group Committee without meeting

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

26 First annual general meeting

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

27 Subsequent annual general meetings

Each subsequent annual general meeting will be held:

- (a) at least once each year; and
- (b) within 6 months after the end date of the Group's reportable financial year.

28 Business to be conducted at annual general meeting

The following business will be conducted at each annual general meeting of the Group:

- (a) receiving the Group's financial statement, and audit report, for the last reportable financial year.
- (b) presenting the financial statement and audit report to the meeting for adoption.

- (c) electing members of the Group Committee.
- (d) appointing an auditor or an accountant for the present financial year.

29 Notice of general meeting

- (1) The Secretary will call a general meeting of the Group.
- (2) The Secretary will give at least 14 days notice of the meeting to each member of the Group in writing.
- (3) If the Secretary is unable or unwilling to call the meeting, the President will call the meeting.
- (4) A notice of a general meeting will state the business to be conducted at the meeting.

30 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is the interested attendees attending the meeting.
- (2) A member who does not attend a meeting may appoint someone to act as a proxy. The proxy appointment has no force if the member attends the meeting and votes in person.
 - (a) No person will hold more than two proxy votes at the same time.
 - (b) The following persons are eligible to be appointed as a proxy:
 - (i) a member of the Social Group; or
 - (ii) the member's guardian.
- (3) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

31 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in sub rule (1) is taken to be present at the meeting.
- (3) At each general meeting:
 - (a) the President is to preside as chairperson; and
 - (b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson will conduct the meeting in a proper and orderly way.

32 Voting at general meeting

- (1) At a general meeting, each question, matter, or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) The method of voting is to be decided by the Group Committee.

- (4) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (5) If a secret ballot is held, the chairperson must appoint 2 returning officers to conduct the secret ballot in the way the chairperson decides.
- (6) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

33 Special general meeting

- (1) The Secretary must call a special general meeting by giving each member of the Group notice of the meeting within 14 days after:
 - (a) being directed to call the meeting by the Group Committee; or
 - (b) being given a written request signed by:
 - (c) at least 50% of the number of members of the Group Committee when the request is signed; or
- (2) A request mentioned in sub rule (1)(b) must state:
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the Secretary:
 - (a) is directed to call the meeting by the Group Committee; or
 - (b) is given the written request mentioned in sub rule (1)(b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub rule (1)(c).
- (4) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (5) This constitution may only be altered, rescinded or added to by resolution at any general meeting of members with 75% majority consent of those present.

34 Proxies

- (1) An instrument appointing a proxy will be in writing and be on the form presented in Appendix A.
- (2) A proxy must be a member of the Group.
- (3) The form appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- (4) Each form appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the form proposes to vote.
- (5) Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.

35 Minutes of general meetings

- (1) The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book, or electronically and saved as a PDF file as soon as adhering to rule 20 (2).
- (2) To ensure the accuracy of the minutes:

- (a) the minutes of each general meeting must be verified and signed by the chairperson of the meeting, or the chairperson of the next general meeting; and
 - (b) the minutes of each annual general meeting must be verified and signed by the chairperson of the meeting, or the chairperson of the next meeting of the Group that is a general meeting or annual general meeting,
- (3) If asked by a member of the Group, the Secretary must, within 28 days after the request is made:
- (a) make the minute book, or the PDF file, for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The Group may require the member to pay the reasonable costs of providing copies of the minutes.

36 By-laws

- (1) The Group Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Group.
- (2) A by-law may be set aside by a vote of members at a general meeting of the Group.

37 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However, an amendment, repeal or addition is valid only if it is registered with Office of Fair Trading by the Chief Executive Chairperson

38 Common seal

- (1) The Group Committee will not use a common seal.

39 Funds and accounts

- (1) The funds of the Group will be kept in an account in the name of the Group in a financial institution decided by the Group Committee.
- (2) Records and accounts will be kept in the English language showing full and accurate particulars of the financial affairs of the Group.
- (3) All amounts will be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Group of \$100 or more will be made by credit card or electronic funds transfer.
- (5) If a payment of \$100 or more is made by credit card, the receipt will be signed by any 2 of the following:
 - (a) the President
 - (b) the Secretary
 - (c) the Treasurer or

- (d) any 1 of 3 other members of the Group who have been authorised by the Group Committee to sign.
- (6) However, 1 of the persons who signs the receipt will be the President, the Secretary, or the Treasurer.
- (7) A petty cash account will have the transactions recorded on a spreadsheet, and the Group committee must decide the amount of petty cash to be kept in the account.
- (8) All expenditure will be approved or ratified at a Group Committee meeting.

40 General financial matters

- (1) On behalf of the Group Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the Group must be used solely in promoting the Group's objects and exercising the Group's powers.

41 Documents

The Group Committee must ensure the safe custody of books, documents, instruments of title and securities of the Group.

42 Financial year

The end date of the Group's financial year is 28th February in each year.

43 Distribution of surplus assets to another entity

- (1) This rule applies if the Group:
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets will not be distributed among the members of the Group.
- (3) The surplus assets will be given to another entity:
 - (a) having objects similar to the Group's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule *surplus assets* see section 92(3) of the Act.

Appendix A: Proxy Voting Form

I,
being a member of RV Homebase Social Group appoint

.....
of..... as my proxy
to vote for me on my behalf at a meeting of members, held for the purpose of considering and
voting on:

- (a) any matter in respect of which the consent of members is required under the RV Homebase Social Group Constitution; and
- (b) any other matter affecting the management and operation of the Group.

I authorise my proxy to vote on my behalf in respect of [tick whichever applicable]:

- all matters raised at the meeting at their discretion, or
- the following matters only:

.....
.....
.....
.....
.....

Signature of member: Date of signature: / /

Note:

- 1 A person who may be appointed as a proxy includes a friend or relative of the member, the member's guardian, a member of the Social Group or another member of the Group, but no person may hold more than 2 proxies at the same time.
- 2 This appointment is effective only if this duly-completed form is given, before any vote is taken, to the Secretary or his/her delegate of the meeting at which the proxy is to vote.
- 3 However, this form does not authorise voting on a matter if the person appointing the proxy is present at the relevant meeting and personally votes on the matter.
- 5 This appointment terminates after the first meeting at which it is exercised, or 6 months from the date the appointment is made, whichever occurs first.
- 6 This form may be revoked at any time by the member giving notice in writing to the person appointed as the member's proxy.

Appendix B: RV Homebase Social Group Inc Committee Nomination Form

Date of Annual General Meeting _____

Venue _____

Time of AGM _____

I wish to nominate (print name) _____

for the position of _____

on the RV Homebase Social Group Committee.

Nominated by (print name) _____

Signature _____

Seconded by (print name) _____

Signature _____

Accepted by Nominee (print name) _____

Signature _____

RECEIVED BY
REGISTRATION SERVICES BRANCH

21 OCT 2022

RV Homebase Social Group Inc

Constitution V-7

**Registered by Office of Fair Trading:
(Submitted 23/09/2022)**

Incorporation Number:

[Redacted]

Qld 4650

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1 Interpretation

(1) In these rules:

Act means the *Associations Incorporation Act 1981*.

Present: (a) at a RV Homebase Social Group Committee meeting, see rule 17(5); or
(b) at a general meeting, see rule 31(1).

President means the person holding office as Chair of the RVHB Social Group.

Group Committee means the Executive Committee of the RVHB Social Group Inc.

Members means Members of the RVHB Social Group Inc.

Secretary means the person holding office as Secretary of the RVHB Social Group Inc.

Treasurer means the person holding office as Treasurer of the RVHB Social Group Inc.

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

2 Name

The name of the incorporated association is:

1. RV Homebase Social Group Inc; ~~or~~

~~2. RVHBSG Inc, or~~

~~3. RVHB Social Group Inc, and~~

hereafter referred to as the Group.



3 Objects

(1) The objectives of the Group are to:

(a) foster the promotion of harmonious living within RV Homebase community.

(b) foster leisure activities such as social events, BBQs, games, movies, visits to cultural centres etc;

(c) welcome new residents into the community.

(d) call general meetings of all members for the purpose of considering and voting on matters requiring the consent of members.

(e) conduct voting in accordance with this Constitution and report on the results;
and

(f) manage finances in a responsible manner giving priorities to supporting the objects of the Group.

(2) The RV Homebase Social Group is a not for profit non propriety organisation and any money raised goes towards social functions and activities for Social Group members. The Social Group Committee's purpose includes managing and accounting for all money raised, received, and spent, and for all goods and equipment owned or controlled by the Social Group. These assets must not be distributed to any member.

4 Powers

- (1) The Group has the powers of an individual.
- (2) The Group will:
 - (a) make charges for services it supplies; and
 - (b) do other things necessary or convenient to be done in carrying out its affairs.
- (3) The Group will take over the funds and other assets and liabilities of the present unincorporated association known as the RV Homebase Social Group.

5 Classes of members

- (1) The membership of the Group consists of ordinary members who are residents of RV Homebase.
- (2) The number of ordinary members is limited to the number of residents of RV Homebase.

6 Automatic membership

A person who, on the day the association is incorporated, was a member of the unincorporated association will be admitted to the incorporated Group as an ordinary member.

No member can be terminated or rejected. Therefore, no appeals are necessary.

7 New membership

New membership by a new resident will be automatic as a resident of RV Homebase, unless that resident elects not to be a member.

8 Membership fees

There are no membership fees.

9 Membership ends

Membership ends when a member ceases to be a resident of RV Homebase.

10 Register of members

The register of members is as the RV Homebase Residents list.

11 Appointment or election of Secretary

- (1) The Secretary will be an individual residing at RV Homebase.
- (2) If a vacancy occurs in the office of Secretary, the members of the Group Committee will ensure a Secretary is appointed or elected for the Group within 1 month after the vacancy occurs.

12 Membership of Group Committee

- (1) The Group Committee of the Group consists of a President, Vice President, Treasurer, Secretary, Event Coordinator, Projects Coordinator, Games Coordinator, Bar

Coordinator and 2 Committee members elected at a general meeting or appointed following their applications being processed.

- (2) At each annual general meeting of the Group, the members of the Group Committee must retire from office, but are eligible, on nomination, for re-election.
- (3) An office bearer is not eligible to hold the same office, or an office performing the same (or substantially the same) functions, for more than 3 consecutive years.
- (4) A person may hold the same office on the Group Committee for more than 3 consecutive years if no other nominations are received for the position.
- (5) 2 members of one household will not be on the Social Group simultaneously unless identified by the Social Group as for a specific period and a specific purpose. This person cannot vote at committee meetings other than the AGM.
- (6) A resident who is on the Social Group Committee will not be a member of the Homeowners Association Management Team.
- (7) A member of the Group may be appointed to a casual vacancy on the Group Committee under rule 15.

13 Electing the Group Committee

- (1) A member of the Group Committee will only be elected as follows:
 - (a) any 2 members of the Group may nominate another member (the *candidate*) to serve as a member of the Group Committee;
 - (b) the nomination must be:
 - (i) in writing; and
 - (ii) signed by the candidate and the members who nominated him or her; and
 - (iii) given to the Secretary at least 7 days before the annual general meeting at which the election is to be held;
 - (c) each member of the Group present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Group Committee;
 - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person will be a candidate only if the person:
 - (a) is an adult; and
 - (b) is a resident at RV Homebase; and
 - (c) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, will be posted on the noticeboard for at least 5 days immediately preceding the annual general meeting.
- (4) If required, balloting lists will be prepared containing the names of the candidates in alphabetical order.

14 Resignation, removal or vacation of office of a Group Committee member

- (1) A member of the Group Committee will resign from the committee by giving written notice of resignation to the Secretary.
- (2) The resignation takes effect at:
 - (a) the time the notice is received by the Secretary; or
 - (b) if a later time is stated in the notice, the later time.
- (3) A member will be removed from office at a general meeting of the Group if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

15 Casual vacancies on Group Committee

- (1) In this rule, *casual vacancy* on a Group Committee means a vacancy that occurs when an elected member of the Group Committee resigns, dies or otherwise stops holding office.
- (2) If a casual vacancy occurs on the Group Committee, the continuing members of the committee may appoint another member of the Group to fill the vacancy until the next annual general meeting.
- (3) The other members of the Group Committee will continue despite a casual vacancy on the Group Committee.
- (4) However, if the number of committee members is less than the number fixed under rule 18(1) as a quorum of the Group Committee, the continuing members may act only to:
 - (a) increase the number of Group Committee members to the number required for a quorum; or
 - (b) call a general meeting of the Group.

16 Functions of Group Committee

- (1) Subject to these rules, or a resolution of the members of the Group carried at a general meeting, the Group Committee has the general control and management of the administration of the affairs, property and funds of the Group.
- (2) The Group Committee has authority to interpret the meaning of these rules and any matter relating to the Group on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

17 Meetings of Group Committee

- (1) Subject to this rule, the Group Committee will meet and conduct its proceedings as it considers appropriate.
- (2) The Group Committee will meet at least once every 4 months to exercise its functions.
- (3) The Group Committee will decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Group Committee.
- (5) The Group Committee will hold meetings or permit a committee member to take part in its meetings, by using technology i.e. emails, that reasonably allows the member to take part in discussions and forward a vote within an appropriate time.
- (6) A committee member who participates in the meeting as mentioned in sub rule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the Group Committee will not vote on a question about a contract or proposed contract with the Group if the member has an interest in the contract or proposed contract and, if the member does vote, the member's vote must not be counted.
- (9) The President is to preside as chairperson at a Group Committee meeting.
- (10) If there is no President or if the President is not present within 10 minutes after the time fixed for a Group Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

18 Quorum for, and adjournment of, Group Committee meeting

- (1) At a Group Committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a Group Committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a Group Committee meeting called other than on the request of the members of the committee:
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the Group Committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in sub rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

19 Special meeting of Group Committee

- (1) If the Secretary receives a written request signed by at least 50% of the members of the Group Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.

- (2) If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- (3) A request for a special meeting will state:
 - (a) why the special meeting is called; and
 - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting will state:
 - (a) the day, time and place of the meeting; and
 - (b) the business to be conducted at the meeting.
- (5) A special meeting of the Group Committee will be held within 14 days after notice of the meeting is given to the members of the Group Committee.

20 Minutes of Group Committee meetings

- (1) The Secretary will ensure full and accurate minutes of all questions, matters, resolutions, and other proceedings of each Group Committee meeting are entered in a minute book, or electronically and saved as a PDF file as soon as adhering to rule 20 (2).
- (2) To ensure the accuracy of the minutes, the minutes of each Group Committee meeting will be signed by the chairperson of the meeting, or the chairperson of the next Group Committee meeting, verifying their accuracy.

21 Appointment of Auditor

- (1) An Auditor for the Group will be appointed at the Annual General Meeting or where this is not practicable, at a General Meeting or Special Meeting convened for that purpose.
- (2) The appointed Auditor will be either:
 - (a) An accountant in public practice; or
 - (b) A qualified accountant; or
 - (c) A person with the necessary commercial skills and experience to examine the books and accounts of the Group.
- (3) Where an Auditor is appointed other than on an honorary basis, the Auditor's fees will be determined prior to appointment.

22 Annual audit

- (1) As soon as possible after the end of the financial year, but prior to the Annual general meeting, the Treasurer will submit to the Group's Auditor all records of the Group and its sub-committees, which include:
 - (a) Minutes of meetings if requested;
 - (b) Records of income;
 - (c) Records of expenditure;
 - (d) Records of assets and liabilities; and
 - (e) Such other records as the Auditor considers necessary.

- (2) The audited financial statement will be presented for adoption at the Annual General Meeting of the Group.

23 Appointment of subcommittees

- (1) The Group Committee may appoint a subcommittee consisting of members of the Group considered appropriate by the committee to help with the conduct of the Group's operations.
- (2) A member of the subcommittee who is not a member of the Group Committee is not entitled to vote at a Group Committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

24 Acts not affected by defects or disqualifications

An act performed by the Group Committee, a subcommittee or a person acting as a member of the Group Committee is taken to have been validly performed.

25 Resolutions of Group Committee without meeting

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

26 First annual general meeting

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

27 Subsequent annual general meetings

Each subsequent annual general meeting will be held:

- (a) at least once each year; and
- (b) within 6 months after the end date of the Group's reportable financial year.

28 Business to be conducted at annual general meeting

The following business will be conducted at each annual general meeting of the Group:

- (a) receiving the Group's financial statement, and audit report, for the last reportable financial year.
- (b) presenting the financial statement and audit report to the meeting for adoption.

- (c) electing members of the Group Committee.
- (d) appointing an auditor or an accountant for the present financial year.

29 Notice of general meeting

- (1) The Secretary will call a general meeting of the Group.
- (2) The Secretary will give at least 14 days notice of the meeting to each member of the Group in writing.
- (3) If the Secretary is unable or unwilling to call the meeting, the President will call the meeting.
- (4) A notice of a general meeting will state the business to be conducted at the meeting.

30 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is the interested attendees attending the meeting.
- (2) A member who does not attend a meeting may appoint someone to act as a proxy. The proxy appointment has no force if the member attends the meeting and votes in person.
 - (a) No person will hold more than two proxy votes at the same time.
 - (b) The following persons are eligible to be appointed as a proxy:
 - (i) a member of the Social Group; or
 - (ii) the member's guardian.
- (3) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

31 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in sub rule (1) is taken to be present at the meeting.
- (3) At each general meeting:
 - (a) the President is to preside as chairperson; and
 - (b) if there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson will conduct the meeting in a proper and orderly way.

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- (1) At a general meeting, each question, matter, or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) The method of voting is to be decided by the Group Committee.

- (4) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (5) If a secret ballot is held, the chairperson must appoint 2 returning officers to conduct the secret ballot in the way the chairperson decides.
- (6) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

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 - (c) at least 50% of the number of members of the Group Committee when the request is signed; or
- (2) A request mentioned in sub rule (1)(b) must state:
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the Secretary:
 - (a) is directed to call the meeting by the Group Committee; or
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- (2) To ensure the accuracy of the minutes:

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- (1) The Group Committee will not use a common seal.

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- (1) The funds of the Group will be kept in an account in the name of the Group in a financial institution decided by the Group Committee.
- (2) Records and accounts will be kept in the English language showing full and accurate particulars of the financial affairs of the Group.
- (3) All amounts will be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Group of \$100 or more will be made by credit card or electronic funds transfer.
- (5) If a payment of \$100 or more is made by credit card, the receipt will be signed by any 2 of the following:
 - (a) the President
 - (b) the Secretary
 - (c) the Treasurer or

- (d) any 1 of 3 other members of the Group who have been authorised by the Group Committee to sign.
- (6) However, 1 of the persons who signs the receipt will be the President, the Secretary, or the Treasurer.
- (7) A petty cash account will have the transactions recorded on a spreadsheet, and the Group committee must decide the amount of petty cash to be kept in the account.
- (8) All expenditure will be approved or ratified at a Group Committee meeting.

40 General financial matters

- (1) On behalf of the Group Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the Group must be used solely in promoting the Group's objects and exercising the Group's powers.

41 Documents

The Group Committee must ensure the safe custody of books, documents, instruments of title and securities of the Group.

42 Financial year

The end date of the Group's financial year is 28th February in each year.

43 Distribution of surplus assets to another entity

- (1) This rule applies if the Group:
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets will not be distributed among the members of the Group.
- (3) The surplus assets will be given to another entity:
 - (a) having objects similar to the Group's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this rule *surplus assets* see section 92(3) of the Act.

Appendix A: Proxy Voting Form

I,
being a member of RV Homebase Social Group appoint

.....

of..... as my proxy
to vote for me on my behalf at a meeting of members, held for the purpose of considering and
voting on:

- (a) any matter in respect of which the consent of members is required under the RV Homebase Social Group Constitution; and
- (b) any other matter affecting the management and operation of the Group.

I authorise my proxy to vote on my behalf in respect of [tick whichever applicable]:

- all matters raised at the meeting at their discretion, or
- the following matters only:

.....
.....
.....
.....
.....

Signature of member: Date of signature: / /

Note:

- 1 A person who may be appointed as a proxy includes a friend or relative of the member, the member’s guardian, a member of the Social Group or another member of the Group, but no person may hold more than 2 proxies at the same time.
- 2 This appointment is effective only if this duly-completed form is given, before any vote is taken, to the Secretary or his/her delegate of the meeting at which the proxy is to vote.
- 3 However, this form does not authorise voting on a matter if the person appointing the proxy is present at the relevant meeting and personally votes on the matter.
- 5 This appointment terminates after the first meeting at which it is exercised, or 6 months from the date the appointment is made, whichever occurs first.
- 6 This form may be revoked at any time by the member giving notice in writing to the person appointed as the member’s proxy.

Appendix B: RV Homebase Social Group Inc Committee Nomination Form

Date of Annual General Meeting _____

Venue _____

Time of AGM _____

I wish to nominate (print name) _____

for the position of _____

on the RV Homebase Social Group Committee.

Nominated by (print name) _____

Signature _____

Seconded by (print name) _____

Signature _____

Accepted by Nominee (print name) _____

Signature _____