



RFBAQ Constitution

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1. Name

The name of the incorporated association shall be:

RURAL FIRE BRIGADES ASSOCIATION QUEENSLAND INC.

(In these rules called "The Association")

2. Objects

The objects for which the Association is established are: -

1. To consider and make representation in matters affecting the welfare and efficiency of Rural Fire Brigades and Brigade Members.
2. To provide financial assistance and support to Rural Fire Brigades and their Brigade Members.

3. Definitions and Abbreviations

Annual General Meeting (AGM) - Is the RFBAQ annual meeting of the State Executive Members.

Brigade Member - A member of a Rural Fire Brigade.

Deputy Representative - A person appointed to assist a District Representative in the execution of their duties.

District Representative - A suitably qualified person elected, appointed or declared to represent the Brigade Members in a particular RFSQ District.

General Manager - A person employed by the Association to administer the day to day Business of the Association and advise the Management Committee on Policy and Business issues.

General Meeting (GM) - Is a meeting of the State Executive Members.

Honorary Life Member - A person who, by reason of distinguished service to the Association is judged worthy of that Honour by the State Executive.

Management Committee - A body elected from and by the ranks of the State Executive Members.

Ordinary Member - All registered Rural Fire Brigades in the State of Queensland.

QFES - Queensland Fire and Emergency Services.

RFBAQ - Rural Fire Brigades Association Queensland Incorporated.

RFSQ - Rural Fire Service Queensland.

State Executive - A body comprised of the District Representatives of all the RFSQ Districts in Queensland.

State Executive Members - All District Representatives whether elected, declared or appointed.

4. Powers

The powers of the Association are: -

1. To subscribe to, become a member of and co-operate with any other Association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of Rule 25.8;
2. In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, intellectual property, commodities and provisions;

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3. To purchase, take on lease or in exchange, hire and otherwise acquire lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold 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;
4. To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights privileges and concessions;
5. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants and other persons as may be necessary or convenient for the purpose of the Association;
6. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the Association, or in or about the Association or promotion of the Association or in furtherance of its objects;
7. In furtherance of the objects of the Association to sell, improve, construct, 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;
8. 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;
9. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
10. In furtherance of the objects of the Association to grant, lend, advance money or give credit to Ordinary Members and Brigade Members in line with the By-Laws of the Association and compliant with the guidelines for grant funding. On the receipt of a completed and signed, approved application form, consideration will be given by the Management Committee for the approval of such grants, loans, advances or lines of credit to an Ordinary Member or Brigade Member;
11. To borrow or raise money either alone or jointly with any other person or legal entity in such a manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys any 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 part of the Association's property or assets present or future and to purchase, redeem or pay-off any such securities;
12. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
13. Develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
14. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association or any money due to the Association from purchasers and others;

15. To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to Rule 4.4;
16. To take such steps by personal, telephonic, or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose or procuring contributions to the funds of the Association, in the shape of donations, sponsorships, annual subscriptions, Art Unions or otherwise;
17. To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
18. 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 on the Association under or by virtue of Rule 25.8;
19. 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 Incorporated Associations with which the Association is authorised to amalgamate;
20. To make donations for patriotic, charitable or community purposes;
21. To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
22. 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.

5. Classes of Membership

Membership of the Association shall consist of the following Classes of Members;

- (a) Ordinary - all registered Rural Fire Brigades in Queensland.
- (b) Honorary Life - bestowed on any person for services rendered as deemed worthy by the State Executive.

6. Honorary Life Members

1. Each proposal of Honorary Life membership of the Association shall be proposed by one member of the State Executive and seconded by another member of the State Executive. The proposal of membership shall be made in writing, signed by the Proposer and Secunder and should detail the reasons for the proposal.
2. Any proposal which receives a majority of the votes of the members of the State Executive present at the meeting at which such applicant is being considered shall be accepted as a Honorary Life and will be entered on the Association's Honour Roll.
3. Upon acceptance or rejection of any such proposal for membership the President shall forthwith give the individual concerned notice in writing of acceptance or rejection.

7. Termination of Membership or Tenure of Office

1. A District Representative or Deputy Representative may resign from the Association at any time by giving notice in writing to the General Manager. Such resignation shall take effect at the time such notice is received by the General Manager unless a later date is specified in the notice when it shall take effect on that later date.

2. The Management Committee shall consider whether their Membership or tenure of office shall be terminated if any Honorary Life Member, District Representative or Deputy Representative: -
 - (a) Is convicted of an indictable offence; or
 - (b) Fails to comply with any of the provisions of these Rules; or
 - (c) Conducts themselves in a manner considered injurious or prejudicial to the character or interests of the Association; or
 - (d) Fails to perform their duties as a District Representative or Deputy Representative.
 3. The person concerned shall then be given a full and fair opportunity of presenting their case with due regard to the principals of natural justice to the Management Committee.
 4. If the Management Committee resolves to terminate their membership or tenure of office it shall instruct the General Manager to advise the member or individual in writing accordingly.
- 8. Appeal against rejection or termination of Membership or Tenure of Office**
1. A person whose membership or application for membership has been rejected by the Management Committee or whose membership or tenure of Office has been terminated by the Management Committee may within one month of receiving written notification thereof, lodge with the President written notice of their intention to appeal against the decision of the Management Committee.
 2. An appeal against rejection or termination of membership or Tenure of Office so lodged shall be dealt with at the next General Meeting of the State Executive. At that meeting of the State Executive the applicant or member shall be given the opportunity to fully present their case having due regard for natural justice. The Management Committee or those members thereof who rejected the application for membership or terminated the membership or Tenure of Office subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by vote of the State Executive Members present at that meeting.
- 9. Register of Members**
1. The Management Committee shall use as its Register the current list of Brigade names and Brigade addresses as registered and provided by RFSQ and to be updated from time to time.
 2. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further or lesser particulars as the Management Committee or the State Executive may require from time to time.
 3. The register shall be open for inspection at all reasonable times by any person who previously applies to the General Manager for such inspection.
- 10. Membership of the Management Committee and State Executive**
1. The membership of the Management Committee and State Executive consists of:
 - (a) State Executive
The State Executive shall be comprised of all the District Representatives and the General Manager.
 - (b) Management Committee
The Management Committee shall consist of the General Manager, President, Senior Vice President, Junior Vice President and two (2) other members of the State Executive

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all of whom, with the exception of the General Manager, will be drawn from the District Representatives. The General Manager shall be considered an appointed member of the Management Committee.

2. Election of District Representatives:

- (a) To be eligible for election, declaration or appointment, candidates for the position of District Representative or Deputy Representative of an RFSQ District shall be a member of a registered Rural Fire Brigade from the relevant RFSQ District, and must have the knowledge and demonstrated skills necessary to adequately represent and continue to represent all Brigade types in that RFSQ District (refer to By-Law No. 3).
- (b) The District Representatives shall be elected for a term of three (3) years and shall be eligible for re-election upon nomination.
- (c) The election of District Representative shall take place as detailed in the Associations By-Laws.
- (d) Once elected or declared, District Representatives shall begin their term of Office at the commencement of the assembly convened to elect the Management Committee prior to the Annual General Meeting in the year of their election or declaration. They shall hold their office until the commencement of the assembly convened to elect the Management Committee prior to the Annual General Meeting in the next election year unless they die, resign or are terminated.

3. Appointment of Deputy Representatives:

- (a) Each District Representative may appoint a maximum of two (2) Deputies to assist them in their duties but all such appointments must be ratified by the Management Committee.
- (b) Deputy Representatives shall hold Office for the period of the then current election cycle and shall be eligible for reappointment.

4. Election of the Management Committee:

- (a) Except as provided elsewhere in legislation or in this Constitution, Candidates for positions on the Management Committee are to be elected, declared or appointed District Representatives to be eligible to hold office.
- (b) With the exception of the General Manager, Office Bearers of the Management Committee shall be elected for a term of three (3) years and shall be eligible for re-election upon nomination.
- (c) The election of the Management Committee shall be conducted by a ballot of the incoming State Executive, held at an assembly of the incoming District Representatives prior to the Annual General Meeting and shall take place in accordance with the Association's By-Laws.

5. Ineligibility of Paid Employees to hold Office:

- (a) Permanent full-time, part time or contracted employees of the QFES and RFSQ shall be ineligible to hold a position on the State Executive.
- (b) Rule 10.5.a shall not apply to Brigade Members who are also paid casual trainers employed by RFSQ.
- (c) The General Manager may be a paid employee of RFBAQ but not of RFSQ or QFES.

11. Resignations from the Management Committee

1. Any member of the Management Committee may resign by giving notice in writing to all the other members of the Management Committee and such resignation shall take effect at the

time such notice is received by the said other members of the Management Committee unless a later date is specified in the notice when it shall take effect on that later date.

2. Any member of the Management Committee may be removed from office at a General Meeting of the Association where that member shall be given the opportunity to fully present their case in accordance with the principals of natural justice.
3. The question of removal shall be determined by a vote of the members of the State Executive present at such General Meeting.

12. Vacancies on the Management Committee and State Executive

1. The Management Committee shall have the power to appoint any Member of the State Executive to fill any casual vacancy on the Management Committee until the next General Meeting, or in the case of the General Manager, employ a suitable person to fill the casual vacancy.
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 only to appoint a person or persons to make up that number sufficient to form a quorum or of summoning a General Meeting of the Association, but for no other purpose.
3. Should a vacancy occur on the State Executive whereby a District Representative, other than a member of the Management Committee, dies, resigns or is terminated, the Returning Officer shall commence an election process in that same Representative District to determine a replacement in accordance with By-Law No. 1 of the Association, within two (2) months of the event which caused the casual vacancy.
4. If no nomination is received for the position of a particular Districts Representative in an election year the Management Committee shall have the power to appoint a suitable person to act as that Districts Representative for the remainder of that election cycle.
5. Should a District Representative die, resign or be terminated and no nomination is received for the position, when the subsequent election is called the Management Committee shall have the power to appoint a suitable person to fill the vacancy for the remainder of that election cycle.

13. Functions of the Management Committee and State Executive

1. Except as otherwise provided by these Rules and subject to resolutions of the State Executive carried at any General Meeting; the Management Committee is empowered to:
 - (a) Have general control and management and administration of the affairs, powers, property and funds of the Association; and
 - (b) Have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
 - (c) Borrow or raise or secure the payment of money in such manner as they think fit and secure the same 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;

- (d) 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
 - (e) Invest in such manner as they or the Members of the State Executive may from time to time determine.
2. The Management Committee are to encourage the Members of the State Executive to contribute recommendations to the Management Committee at any time.

14. Meetings of the Management Committee and State Executive

1. The Management Committee shall meet at least as frequently as required by the provisions of the Associations Incorporation Act as amended from time to time;
 - (a) All District Representatives shall assemble as the State Executive at least twice (2) each year, with the travel and accommodation expenses of all District Representative being paid from Association funds.
 - (b) If a District Representative is unable to attend a State Executive Meeting he or she may nominate a suitably qualified Rural Fire Brigade volunteer from their district to attend in their stead and vote at their direction.
2. The Management Committee shall decide which two meetings of the year the State Executive will attend but one of these will be in conjunction with the Annual General Meeting.
3. A Special Meeting of the Management Committee, shall be convened by the President on a 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 there at.
4. At every meeting of the Management Committee a simple majority of a number equal to the number of members on the Management Committee at the time of the said meeting shall constitute a quorum.
5. Subject as previously stipulated in this rule, the Management Committee may meet together and regulate its procedures 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.
6. A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which they have a personal connection, financial connection or conflict of interest, or any matter arising thereat, and if they do so vote their vote shall not be counted.
7. Not less than fourteen (14) days' notice shall be given by the President to Members of the Management Committee of any Special Meeting of the Management Committee. Such notices shall clearly state the nature of the business to be discussed thereat.
8. The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present within ten (10) minutes after the time appointed for holding the meeting, the Senior Vice President shall be Chairperson or if the Senior Vice President is not present then the Junior Vice President shall be Chairperson. If none of those persons are present or are present but unwilling to act, the members may choose one of their number to be Chairperson of the meeting unless the absences of the abovementioned persons result in the lack of a quorum.
9. If within half an hour from the time appointed for the commencement of a Management Committee Meeting a quorum is not present, the Management Committee Meeting in

question shall lapse. In that case the meeting shall stand adjourned to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

10. Except as in Rule 10.4.b, no paid employee of the RFBAQ, QFES or RFSQ shall be eligible to vote at any meeting of the Management Committee or State Executive.

15. Subcommittees

1. The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the State Executive or other persons as the Management Committee thinks fit. Any subcommittee 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 Chairperson of its meetings. If no such Chairperson is elected, or at any meeting the Chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairperson of the meeting.
 - (a) A subcommittee may meet and adjourn as it thinks proper.
 - (b) Questions arising at any meeting shall be determined by a majority of votes of the members present.
 - (c) In the case of an equality of votes, the question shall be deemed to be decided in the negative.

16. Irregularities of the Management Committee

1. Except as provided for in Rule 14.6, all acts done by any meeting of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any member or members of the Management Committee or person acting aforesaid, or that the members of the Management Committee or any of them were unqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
2. Rule 16.1 shall not prevent the State Executive from rescinding, altering or otherwise changing the effect of any actions taken by the Management Committee while any or all of the Members of the Management Committee were unqualified but neither shall it compel the State Executive to do so. In the case of actions taken by the Management Committee while any or all of its members were unqualified the State Executive may deal with the said actions as it sees fit.
3. A resolution in writing signed by all members of the Management Committee for the time being entitled to receive notice of a meeting of the said 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.

17. Annual General Meetings

1. The Annual General Meeting shall be held within six (6) 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 report and the Statement of Income and Expenditure, Assets and Liabilities and Mortgages, Charges and Securities affecting the property of the Association for the proceeding financial year;
- (b) The General Managers Report;
- (c) The receiving of the Auditor's Report upon the books and accounts for the proceeding financial year; and
- (d) The appointment of an Auditor.

18. Special General Meetings

The President shall convene a Special General Meeting when directed to do so by the Management Committee, or on the requisition in writing signed by not less than one-third of the Members of the State Executive. Such requisition shall clearly state the reasons why such a Special General Meeting is being convened and the nature of the business to be transacted thereat.

19. General Meetings

1. Except as in Rule 19.3 below, at any General Meeting of the State Executive the number of District Representatives required to constitute a quorum shall be half the number of District Representatives then on the State Executive plus one.
2. No business shall be transacted at any General Meeting unless a quorum of State Executive members are present at the time when the meeting proceeds to business. For the purposes of this rule a person attending as a proxy for a District Representative shall be eligible to vote and their presence shall add to the quorum calculation.
3. If within half an hour from the time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon the requisition of Members of the Management Committee, shall lapse. In any other case it shall stand adjourned to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
4. The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days (30) or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
5. 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.

20. Convening of General Meetings

1. The President shall convene all General Meetings of the State Executive by giving not less than twenty eight (28) days' notice of any such meeting to all Members of the State Executive.
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 their

Membership or tenure of Office 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.

21. Conduct of General Meetings

Unless otherwise provided by these rules, at every General Meeting:

1. The President shall preside as Chairperson, or if there is no President, or if the President is not present within fifteen (15) minutes from the time appointed for the holding of the meeting, the Senior Vice President shall be the Chairperson or if the Senior Vice President is not present the Junior Vice President shall act as Chairperson of the meeting. If all of the abovementioned persons are not present or are unwilling to act the State Executive Members present shall elect one of their number to be Chairperson of the Meeting;
2. The Chairperson 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 District Representatives present.
4. Every District Representative shall be entitled to one vote and in the case of an equality of votes the Chairperson shall exercise a casting vote.
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 Chairperson shall appoint two members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
 - (a) Every District Representative may vote either in person or by proxy.
 - (b) Each RFSQ District, through its District Representative shall have one vote only with the exception of a casting vote by the Chairperson as in Rule 21.4.
6. The instrument appointing a proxy shall be in writing, in the form proscribed below, under the hand of the appointer, duly authorised in writing. A proxy may, but need not be a Member of the State Executive. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
7. Where it is desired to appoint a proxy the instrument for appointing the proxy shall be in the following form or a form as near thereto as circumstances permit:

Rural Fire Brigades Association Queensland Inc.

I, _____ of.
being a District Representative of the above named Association, hereby appoint:
of
or failing them, _____ of.
as my proxy to vote for me on my behalf at the (Annual) General Meeting of the
Association, or Management Committee Meeting to be held on the:
.day of _____ . 20 , and at any adjournment thereof.

Signed this _____ day of _____ 20

Signature

*This form is to be used * in favour of the resolution*

**against*

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

8. The instrument appointing a proxy shall be deposited with the President prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

9. The President shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be available for inspection at all reasonable times by any member who previously applies to the General Manager for that inspection.
10. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the Chairperson of the meeting or the Chairperson of the next succeeding General Meeting shall sign the minutes of every General Meeting: Provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting.

22. By-Laws

- (a) The Management Committee may make, amend, interpret the meaning of or repeal By-Laws, not inconsistent with these Rules, for the internal management of the Association.
- (b) Any By-Law may be set aside by a General Meeting of the State Executive.

23. Alteration of Rules

Subject to the provision of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a resolution carried at any General Meeting, provided that no such amendment, rescission or addition shall be valid until the same is submitted to and approved by the Office of Fair Trading.

24. Common Seal

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 the General Manager and shall be countersigned by the President or by a second Member of the Management Committee.

25. Funds and Accounts

1. The funds of the Association shall be deposited in the name of the Association in a Bank or Permanent Building Society as the Management Committee may from time to time direct.
2. Proper books and accounts shall be kept and maintained either in written, printed or electronic form, or in a combination those forms, in the English language, showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
3. All moneys shall be deposited as soon as practicable after receipt thereof.
 - (a) General operational electronic payments are to be processed with two individual authorisations as in Rule 25.3.b below and subject to standard Electronic Fund Transfer practices in Australia.
 - (b) Cheques are to be signed by two signatories, both of whom must be Management Committee members or persons delegated by the Management Committee to perform that role.

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4. Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
5. All expenditure shall be approved or ratified at a Management Committee Meeting or a General Meeting of the State Executive.
6. As soon as practicable after the end of each financial year the Management Committee shall cause to be prepared a statement containing the particulars of:
 - (a) The income and expenditure for the financial year just ended; and
 - (b) The assets and liabilities of all Mortgages, charges and securities affecting the property of the Association at the close of that year.
7. All such statements shall be examined by the Auditor who shall present their report upon such audit to the Management Committee prior to the holding of the Annual General Meeting next following the financial year in respect of which the said audit was made.
8. All income and property of the Association shall be used and applied only to promote its objects and in the exercise of its powers. No portion of it shall be paid or transferred directly or indirectly by way of dividend, bonus or profit to or any District Representative, Member of the Association, or other persons or entities. However, nothing in this clause shall prevent the good faith payment to any of the abovementioned for;
 - (a) Interest on any money owing.
 - (b) Remuneration for services rendered.
 - (c) Out of pocket expenses, which a person or Brigade has, or will, incur on Association business.
 - (d) The capital on any money lent to the Association.
 - (e) Reasonable and proper charges for any goods hired by the Association.
 - (f) Reasonable and proper rent on premises demised or let to the Association.
 - (g) Grants and other financial support in line with the objects of the Association issued to Members and Brigade Members.

26. Documents

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

27. Financial Year

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

28. Distribution of Surplus Assets

If the Association has been wound up in accordance with the provisions of the Associations Incorporations Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same will be distributed to an institution having similar objects.

XXXXXXXXXXXXXXXXXX

I hereby certify that this is a true and correct copy of the Rules adopted by the State Executive of this Incorporated Association.

President

DATE / /

29. By-Laws

By-Law No. 1 – Election of District Representative

1. Method of Election, District Representatives:
The election of District Representatives shall be conducted as a postal ballot with each Representative being elected by the Rural Fire Brigades of the respective RFSQ District.
2. The Election Returning Officer:
The Association General Manager, under the direction of the Management Committee, shall be the Election Returning Officer.
3. Eligibility of Candidates:
To be eligible for election for the position of District Representative, Candidates shall be members of a registered Rural Fire Brigade from the relevant RFSQ District and must have the knowledge and demonstrated skills necessary to adequately represent all Brigade types in that RFSQ District refer to By-Law No. 3.
4. Invitation for Nominations:
In each election year, the Returning Officer shall invite nominations for the positions of District Representatives by posting a Call for Nominations to each Rural Fire Brigade. The Call for Nominations together with an accompanying Nomination Form shall be posted to all Brigade Secretaries.
5. Nominations and Resumes:
Each Rural Fire Brigade is entitled to one (1) nomination. Nominations shall be in writing in the format approved from time to time by the Management Committee and shall be signed by both a Proposer and Secunder. Each nomination is to be accompanied by the Nominee's Resume, which shall include the requirements listed in By-Law No. 3. A sample Nomination Form is attached at Annexure A.
6. Closure of Nominations:
The closure date by which nominations are to be received by the Returning Officer shall be six (6) weeks from posting of the nomination forms to brigades. Nominations received after that date shall not be accepted.
7. Collation of Nominations:
The Returning Officer shall collate and examine all nominations a week from nomination closure date. Where only one nomination is received in an RFSQ District, that nominee is to be declared elected.
8. Multiple Nominations and Ballot Papers:
Where more than one nomination is received from an RFSQ District, the Returning Officer shall prepare a Ballot Paper showing the Candidates' names in alphabetical order and detailing the name of each Proposer and Secunder. Ballot Papers and Resumes shall be posted by two (2) weeks from the nomination close date to the Rural Fire Brigades in the Districts with multiple nominations were received. A sample ballot paper is attached at Annexure B.
9. Marking the Ballot Paper:
Brigades taking part in the poll shall have a single vote and votes are to be allocated by the "First Past the Post" system. Ballot papers shall detail the method of marking the ballot paper to record a formal vote.
10. Close of Poll:
Completed Ballot Papers shall be forwarded to the Returning Officer to be received by six (6) weeks from the Ballot Papers and Resumes being posted. Ballot papers received after this date are to be declared void and not counted.
11. Declaring the Poll:

Constitution of the Rural Fire Brigades Association Queensland Inc.

The Returning Officer shall examine all Ballot Papers by a week from the closing date of Ballot Papers being received and allocate votes according to the "First Past the Post" principle. The Returning Officer shall declare the Poll and notify all Candidates of the result by a week from the Ballot Papers being opened and counted. Rural Fire Brigades shall be notified of the result by two (2) weeks from the pole declared and Candidates notified.

12. Audit and Disposal of Election Material:

Election material is to be audited by the Management Committee after the poll is declared and destroyed subsequent to the next Management Committee meeting.

13. Time Sequence:

A time sequence for the election of District Representatives is attached at Annexure C.

By-Law No. 1, Annexure A – Election of District Representatives

Rural Fire Brigades Association Queensland Inc.

**NOMINATION FORM
For the Position of
DISTRICT REPRESENTATIVE**

Inspectors District:

Rural Fire Brigade

1. Nominee's Details

Surname: Christian Names:

Address:

Telephone: Email:

Signature:

Member of Rural Fire Brigade

2. Details of Proposer/Secunder

Name of Proposer: Signature of Proposer:

Brigade Name:

Name of Secunder: Signature of Secunder:

Brigade Name:

3. Details of Brigade Secretary

Name:

Brigade Name:

Address:

Phone: Email:

Signature of Secretary: Date:

Nominees Resume:

To include and address the requirements listed within By-Law No. 3.

Notes:

1. The Nominee for District Representative is to be a Member of a registered Rural Fire Brigade.
2. The Proposer and Secunder are to be registered Members of a registered Rural Fire Brigade.
3. Nominations are to be in the hands of the Returning Officer by six (6) weeks from the Ballot Papers being posted to brigades.

By-Law No. 1, Annexure B – Election of District Representatives

Rural Fire Brigades Association Queensland Inc.

BALLOT PAPER
For the Position of
DISTRICT REPRESENTATIVE

Inspectors District

Candidates in Alphabetical Order

.....

Proposed By: Seconded By:

.....

Proposed By: Seconded By:

.....

Proposed By: Seconded By:

Instruction for Marking the Ballot Paper

1. Votes are to be allocated by the "First Past the Post" method.
2. Mark the square opposite the name of the preferred Candidate with the figure 1, a tick or a cross leave other squares blank.
3. Do not place other marks on the Ballot Paper.
4. Ballot Paper must be returned in Ballot Envelope provided.
5. Ballot Paper is to be in the hands of the Returning Officer by six (6) weeks from the Ballot Papers being posted to brigades.

By-Law No. 1, Annexure C – Time Sequence of Election District Representatives

Nomination and Election Process for District Representatives

Posting Nomination forms to Brigades	Selected date
Nomination Forms to be received by Returning Officer	By 6 weeks
Nominations Collated	By 1 week
Where single nominations only received from a District	
(i) Candidate declared elected for that District	By 2 weeks
(ii) Notify Candidate/s	
(iii) Notify Brigades	By 1 week
Where more than one nomination is received in any District	
Ballot Papers posted to Brigades	By 2 weeks
Closing date for receipt of Ballot Papers by Returning Officer	By 6 weeks
Ballot papers opened and counted	By 1 week
Poll Declared Candidate Notified	By 1 week
Brigades Notified of Result	By 2 weeks
Audit of Election, Election Material Destroyed	Subsequent Management Committee meeting

Returning Officer:

General Manager

Rural Fire Brigades Association Queensland Incorporated

By-Law No. 2 – Election of Members of the Management Committee

1. The Returning Officer:
The Association General Manager shall be the Election Returning Officer in the lead up to the Election of the Management Committee.
2. Retiring Management Committee:
Members of the Management Committee shall retire from Officer at the Annual General Meeting of the Association in an appointed Election Year. Members may seek re-election to the Management Committee in accordance with this By-Law, subject to eligibility.
3. Timing of the Election:
The election of the Management Committee is to be conducted in the period between the declaration of the poll of the District Representatives in an election year and the Annual General Meeting of that election year.
4. Eligibility of Candidates:
Except as provided elsewhere in legislation or in this Constitution, to be eligible for election to the Management Committee, the Candidate shall be a District Representative elected in accordance with the By-Laws of the Association.
5. Method of Electing the Management Committee:
The election of the Management Committee shall be conducted by a ballot within the elected District Representatives held at an assembly of the incoming District Representatives prior to the Annual General Meeting.
6. Nominations and Resumes:
Nominations may be in writing in the format approved from time to time by the Management Committee. Nominees are to be nominated and seconded by a Member of a Rural Fire Brigade and accompanied by a copy of the Candidate's Resume. A sample Nomination Form for the various positions on the Management Committee is attached at Annexure A.
7. Conduct of the Election:
President's function: The election of the Management Committee is to be conducted at an assembly of District Representatives held prior to the Annual General Meeting in the Election year. Where only one nomination is received for the position of President, that person is to act as Chairperson for the election. Where there is more than one nomination for the position of President, the General Manager will conduct the election.
8. Nominations from the Floor:
Where there has been no nomination for any position on the Management Committee prior to the meeting at which the election is to take place, nominations may be accepted from the floor of that meeting for that position.
9. Voting at the Election:
Voting at the election is to be by show of hands unless a secret ballot is requested by the Chairperson or any two Members present at the meeting. In the case of equality of votes for any position, the exhaustive system is to be used. The Chairman shall have a casting vote and there is to be no provision for proxy voting.
In the case of a tied vote in the election of the President the meeting shall proceed to the election of the Senior Vice President who shall then have the casting vote in the Presidential Election.
10. Declaring the Poll:
The result of the election is to be declared at the Annual General Meeting of the Association immediately following the election. The Office Bearers of the Management Committee are to be confirmed in office by Resolution at the Annual General Meeting.
11. Disposal of Election Material:

All election material is to be destroyed within seven (7) days of the Annual General Meeting.

By-Law No. 2, Annexure A – Election of Management Committee

Rural Fire Brigades Association Queensland Inc.

NOMINATION FORM

For the Associations

MANAGEMENT COMMITTEE

I, hereby nominate for the position
(Print Name) (Print Name)

of On the Management Committee of the Rural Fire Brigades
Association Queensland Inc.

.....
(Signature of Nominator) (Signature of Nominee)

Date Date

Seconded By Of Rural Fire (Print
Name) Brigade

.....
(Signature of Seconder)

Date

Nominees Resume:

By-Law No. 3 – Knowledge and Skills to be Eligible for Election and Retention as a District Representative

To ensure registered Rural Fire Brigades and their registered Volunteer Brigade Members are adequately represented in matters affecting their welfare and efficiency, on the State Executive of the Association, by the District Representative to be elected for that designated RFSQ District the following demonstrated knowledge and skills will be provided and substantiated by way of a resume (with supporting documentation) and accompany the Nomination Form referred to as Annexure A By-Law No. 1.

The Nominee will have:

1. Held or be holding a position on the Management Committee of a Registered Rural Fire Brigade for a continuous period of not less than four (4) years. This would include the elected/appointed positions of Fire Officer, Brigade Training Officer, Fire Warden, Chairperson, Secretary or Treasurer.
2. To be/have been active in matters affecting the welfare and efficiency of Rural Fire Brigades and their Volunteer Brigade Members at Shire or District level.
3. A demonstrated knowledge of the operations and functions of Rural Fire Brigades within that RFSQ District.
4. A demonstrated working knowledge of meeting procedure.
5. A demonstrated ability to work positively within a committee system, which would endeavour to provide outcomes that would ensure positive benefits for Rural Fire Brigades and their Volunteer Members in the safe performance of their duties.
6. A demonstrated ability to provide commitment to the work and aims of rural fire and effective transference of information to the brigade members they have served.