

**Brisbane Chorale Inc.  
Rules of Association**

Organisation Number: IA18197

ABN: 74 972 973 227

**1. Name**

- 1) The name of the incorporated association is **BRISBANE CHORALE INC.** (in these rules called "the association")

**2. Objects**

- 1) The objects for which the association is established are:
  - a) To perform as a symphonic chorus to the highest standard.
  - b) To perform outstanding choral music in all its genres and eras.
  - c) To seek engagements or collaborate with other groups or organisations in the performance of choral music.
  - d) To provide practical support to assist others who share our core values.
  - e) To foster and promote the performance and appreciation of choral music.

**3. Powers**

- 1) The association has, in the exercise of its affairs, all the powers of an individual.
- 2) The association may, for example:
  - a) enter into contracts; and
  - b) acquire, hold, deal with and dispose of property; and
  - c) make charges for services and facilities it supplies; and
  - d) do other things necessary or convenient to be done in carrying out its affairs.
- 3) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

**4. Classes of membership**

- 1) The membership of the association consists of ordinary members, and any of the following classes of members:
  - a) associate; and
  - b) honorary.
- 2) The number of ordinary members is unlimited.

**5. New membership**

- 1) The application for membership must be made in writing, signed by the applicant and must be in such form as the management committee from time to time prescribes.

- 2) Ordinary membership shall be open to persons who at the time of application shall satisfy the minimum musical requirements set from time to time by the music director, in consultation with the management committee.
- 3) Associate membership shall be open to all persons interested in and supporting the objects of the association.
- 4) At the request of the music director, honorary membership shall be open to persons who from time to time may be temporarily involved with the association for a performance as if they were an ordinary member.
- 5) Life membership, although not a class of membership, may be conferred, at the management committee's discretion, on any persons who have demonstrated outstanding service for the benefit of the association or its public reputation.

## 6. Membership fees

- 1) The membership fees for each class of membership will be such sum as the members from time to time at any general meeting so determine.
- 2) The membership fees for each class of membership will be payable at such time and in such manner as the management committee from time to time determines.

## 7. Admission and rejection of members

- 1) A person applying for any class of membership will be rejected if the person is a **disqualified person** or a **relevant disqualified person** under the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*. Any person whose application for membership is rejected under this sub-rule will have no right of appeal.
- 2) Subject to sub-rule 7(1), applications for ordinary membership will be taken as accepted or rejected by the management committee in accordance with the recommendation of the music director following an assessment against the minimum musical requirements of the association.
- 3) Subject to sub-rule 7(1), admission or rejection of applications for honorary membership will be at the discretion of the music director.
- 4) At the next meeting of the management committee after the receipt of any application and the fee applicable for any class of membership other than those covered by sub-rules 7(1), 7(2) or 7(3), such application must be considered by the management committee, who will determine the admission or rejection of the applicant.
- 5) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the person's application is considered, the person is advised:
  - a) whether or not the association has public liability insurance; and
  - b) if the association has public liability insurance, the amount of the insurance.
- 6) Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered will be accepted as a member to the class of membership applied for.
- 7) On the acceptance or rejection of an application for any class of membership the secretary must forthwith give the applicant notice in writing of such acceptance or rejection.

## 8. Termination of membership

- 1) A member may resign from the association at any time by giving notice in writing to the secretary.
- 2) Such resignation will take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it will take effect on that later date.
- 3) The management committee may terminate a member's membership if the member:

- a) is convicted of an indictable offence; or
  - b) commits a **serious offence** or **disqualifying offence** as defined by the *Working with Children (Risk Management and Screening) Act 2000 (Qld)*; or
  - c) fails to comply with any of the provisions of these rules; or
  - d) has membership fees in arrears for a period of two (2) months or more; or
  - e) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the association; or
  - f) in the case of ordinary and honorary members, ceases to satisfy the minimum musical requirements of the association set from time to time by the music director, in consultation with the management committee; or
  - g) in the case of ordinary and honorary members, fails to attend rehearsals without apology or recognised leave of absence for a period of four weeks.
- 4) The member concerned must be given a full and fair opportunity of presenting the member's case and if the management committee resolves to terminate the membership it will instruct the secretary to advise the member in writing accordingly.
  - 5) At the discretion of the management committee, the termination process may commence with a 'show cause' letter.

#### 9. Appeal against rejection or termination of membership

- 1) A person whose application for ordinary membership has been rejected, or whose ordinary membership has been terminated, solely because that member did not, or ceases to, satisfy the minimum musical requirements of the association has no right of appeal, but that member may be considered for other classes of membership.
- 2) For all other classes of membership and rejection or termination reasons other than those specified in sub-rules 7(1) and 9(1), a person whose application for membership has been rejected or whose membership has been terminated may, within one (1) month of receiving written notification of rejection or termination, lodge with the secretary written notice of the person's intention to appeal against the decision of the management committee.
- 3) On receipt of a notification of intention to appeal against rejection or termination of membership the secretary must, within one (1) month after the date of receipt of such notice, convene a general meeting of members to determine the appeal.
- 4) The general meeting to decide an appeal must be held within three (3) months after the secretary receives the notice of intention to appeal.
- 5) At that meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 6) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
- 7) The appeal will be determined by a majority vote of the members present at such meeting.
- 8) Where a person whose application for membership is rejected, does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the secretary must forthwith refund the amount of any fee paid.

#### 10. Register of members

- 1) The management committee will cause a register to be kept in which will be entered the name and residential addresses of all persons admitted to membership of the association and the dates of their admission.

- 2) Particulars will also be entered into the register of deaths, resignations, terminations, and reinstatements of membership and any further particulars as the management committee or the members at any general meeting may from time to time require.
- 3) The register will be open for inspection at all reasonable times by any member who previously applies to the secretary for inspection.

### **11. Appointment or election of secretary**

- 1) The secretary must be an individual residing in the State who is:
  - a) a member of the association elected by the association as secretary; or
  - b) a member of the association's management committee appointed by the management committee as secretary; or
  - c) another member of the association appointed by the management committee as secretary; or
  - d) another person appointed by the management committee as secretary.
- 2) If a vacancy happens in the office of a secretary, the members of the management committee must appoint or elect a secretary within one (1) month after the vacancy happens.
- 3) If the management committee appoints a person mentioned in sub-rule 11(1)(c) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- 4) However, if the management committee appoints a person mentioned in sub-rule 11(1)(c) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- 5) If the management committee appoints a person mentioned in sub-rule 11(1)(d) as secretary, the person does not become a member of the management committee.
- 6) In this rule,

***casual vacancy***, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

### **12. Removal of secretary**

- 1) The management committee of the association may remove a person appointed as the secretary at any time.
- 2) If the management committee removes a secretary who is a person mentioned in sub-rule 11(1)(b) or sub-rule 11(1)(c) and who has been appointed to a casual vacancy under sub-rule 11(4), the person remains a member of the management committee.

### **13. Functions of secretary**

- 1) The secretary's functions include, but are not limited to:
  - a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
  - b) keeping minutes of each meeting; and
  - c) keeping copies of all correspondence and other documents relating to the association; and
  - d) maintaining the register of members of the association.

**14. Membership of management committee**

- 1) In addition to rule 11, the elected positions of the management committee of the association consist of a president, vice-president, treasurer and two (2) member representatives (all of whom must be members of the association), and such number of other positions as the management committee may from time to time determine. Election of members to all positions established under sub-rule 14(1) will be subject to rule 15.
- 2) Persons elected to the role of treasurer will, where the skills and qualifications of the members of the association so allow, have skills and qualifications appropriate to the role as determined by the management committee.
- 3) There shall be a music director of the association who shall be appointed by the management committee for any period of time and upon such terms as the management committee and the music director shall, from time to time, agree. The music director shall be a member of the management committee with the right to attend and vote at meetings.
- 4) The management committee may appoint persons, whether elected to it or not, to carry out specific duties on its behalf. The number of persons so appointed may not exceed the number of elected management committee members or positions and the voting rights of such persons will be determined by the management committee. The term of appointment expires on the date of the next annual general meeting but appointed persons may be reappointed.
- 5) For any period during which an agreement in any written form exists between Brisbane Chorale Inc. and Queensland Conservatorium, Griffith University, the Director of the Queensland Conservatorium, Griffith University, or his or her nominee, shall have the right to attend meetings of the management committee by arrangement, should an occasion arise, with rights of audience and debate.

**15. Electing the management committee**

- 1) The term of office for all elected members of the management committee will be one (1) year for any single position.
- 2) The election of officers and other members of the management committee takes place in the following manner:
  - a) any two members of the association may nominate any other member to serve as an officer or other member of the management committee;
  - b) the nomination, which must be in writing and signed by the candidate and the members who nominated him or her, will be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place;
  - c) each member present and eligible to vote at the annual general meeting will be entitled to vote for one (1) candidate for each vacant position on the management committee;
  - d) should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
- 3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, will be made available to members or posted in a conspicuous place in the office or usual place of meeting of the association for at least seven (7) days immediately preceding the annual general meeting.
- 4) Balloting lists will be prepared, if necessary, containing the names of the candidates in alphabetical order.
- 5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised:
  - a) whether or not the association has public liability insurance; and
  - b) if the association has public liability insurance, the amount of the insurance.

**16. Resignation or removal from office of member of management committee**

- 1) Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the secretary. The resignation takes effect at the time such notice is received by the secretary unless a later date is specified in the notice when it will take effect on that later date.
- 2) A committee member may be removed from office, on the recommendation of the management committee, at a general meeting of the association, where that member must be given the opportunity to present fully the member's case.
- 3) At the discretion of the management committee, the process of removal from office may commence with a 'show cause' letter.
- 4) The question of removal must be determined by the vote of the members present at such a general meeting.
- 5) There is no right of appeal against a member's removal from office under this rule.

**17. Vacancies on the management committee**

- 1) The management committee has the power at any time to appoint any member of the association, including any former management committee member currently subject to stand-down provisions, to fill any casual vacancy on the management committee until either the next annual general meeting or the expiry date of the term being served by the previous incumbent.
- 2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 3) However, if the number of committee members is less than the number fixed under rule 20(1) as a quorum of the management committee, the continuing members may act only to:
  - a) increase the number of management committee members to the number required for a quorum; or
  - b) call a general meeting of the association.

**18. Functions of the management committee**

- 1) Except as otherwise provided by these rules and subject to resolutions of the members of the association carried at any general meeting, the management committee:
  - a) has the general control and management of the administration of the affairs, property and funds of the association; and
  - b) has, pursuant to rule 42, the authority to interpret the meaning of these rules and any matter relating to the association on which these rules are silent, but any interpretation must have regard to the *Associations Incorporation Act 1981 (Qld.)*, including any regulation made thereunder.
- 2) The management committee may exercise all the powers of the association:
  - a) to borrow or raise or secure the payment of money in such manner as the committee may think fit and secure the same or the payment of performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the association's property, both present and future, and to purchase, redeem or pay off any such securities;
  - b) to borrow amounts from members and to pay interest on the amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association, and to provide and pay off any such securities; and
  - c) to invest in such manner as the members of the association may from time to time determine.
- 3) For sub-rule 18(2)(b) the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by:

- a) the financial institution for the association; or
- b) if there is more than one (1) financial institution for the association - the financial institution nominated by the association.

#### **19. Meetings of management committee**

- 1) Subject to this rule, the management committee may meet together and regulate its proceedings as it thinks fit.
- 2) The management committee must meet at least once every two calendar months to exercise its functions.
- 3) The management committee must decide how a meeting is to be called.
- 4) Notice of a meeting is to be given in the way decided by the management committee.
- 5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in the discussions as they happen.
- 6) A committee member who participates in the meeting as mentioned in sub-rule 19(5) is taken to be present at the meeting.
- 7) A question arising at any meeting of the management committee will be decided by a majority of votes of members of the committee present at the meeting and, in the case of equality of votes, the question will be deemed to be decided in the negative.
- 8) A member of the management committee may not vote in respect of any contract or proposed contract with the association in which the member is interested, or any matter arising from it, and if the member does so vote the member's vote may not be counted.
- 9) The president presides 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 10 minutes after the time appointed for holding the meeting, the vice-president will be chairperson or if the vice-president is not present at the meeting then the members may choose one of their number to be chairperson of the meeting.

#### **20. Quorum for, and adjournment of, management committee meeting**

- 1) At every meeting of the management committee a simple majority of a number equal to 50% of the number of members elected to the management committee as at the close of the last general meeting, constitutes a quorum.
- 2) If within half an hour from the time appointed for the commencement of a management committee meeting a quorum is not present, the meeting, if convened on the requisition of members of the management committee, will lapse.
- 3) In any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting will lapse.

#### **21. Special meeting of management committee**

- 1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the management committee.
- 2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- 3) A special meeting of the management committee must be convened by the secretary within no fewer than fourteen (14) days notice following receipt of the request by the members of the management committee; and



- 4) the notice will clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted.

## **22. Minutes of management committee meetings**

- 1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are kept in accordance with rule 39.
- 2) For the purposes of ensuring the accuracy of the recording of minutes, the minutes of every management committee meeting will be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting, verifying their accuracy.

## **23. Delegation of powers of management committee and appointment of subcommittees**

- 1) The management committee may delegate, as it thinks fit, any of its powers to a subcommittee consisting of such members of the association and non-members to help with the conduct of the association's operations.
- 2) Any subcommittee so formed will in the exercise of the powers so delegated conform to any regulations that may be determined by the management committee by way of specific terms of reference.
- 3) A member of a subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- 4) The management committee must appoint the chairperson of any subcommittee.
- 5) If no such chairperson is elected, or if at any meeting the chairperson is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson of the meeting.
- 6) A subcommittee may meet and adjourn as it considers appropriate.
- 7) Questions arising at any meeting are determined by a majority of votes of the members present and, in the case of an equality of votes, the question will be deemed to be decided in the negative.

## **24. Acts not affected by defects or disqualification**

- 1) All acts done by any meeting of the management committee or of a subcommittee or by any person acting as a member of the management committee, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the management committee or person acting as aforesaid, or that the members of the management committee or any of them were disqualified, are as valid as if every such person had been duly appointed and was qualified to be a member of the management committee.

## **25. Resolutions of management committee without meeting**

- 1) A resolution in writing signed by a majority of the members of the management committee for the time being entitled to receive notice of a meeting of the management committee will be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held.
- 2) Any such resolution may consist of several documents in like form, each signed by one or more members of the management committee.

## **26. Subsequent annual general meeting**

- 1) Each subsequent annual general meeting must be held:
  - a) at least once each year; and
  - b) within three months after the end of the association's previous financial year.



## 27. Business to be transacted at annual general meeting

- 1) The following business must be transacted at every annual general meeting:
  - a) the receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the association for the last financial year;
  - b) the receiving of the auditor's report on the financial affairs of the association of the last financial year;
  - c) the presenting of the audited statement to the meeting for adoption;
  - d) the election of members of the management committee;
  - e) the appointment of an auditor.
- 2) All other business to be transacted must be advised in writing to the secretary no fewer than 14 days before the date set for the annual general meeting.

## 28. Notice of general meeting

- 1) The secretary must convene all general meetings of the association by giving not fewer than 14 days notice of any such meeting to the members of the association, and at least 28 days notice in the case of an annual general meeting.
- 2) The manner by which such notice is given will be determined by the management committee.
- 3) However, notice of any meeting convened for the purpose of hearing and determining the appeal of a person against the rejection of application for membership or termination of the person's membership by the management committee, must be given in writing.
- 4) Notice of a general meeting must clearly state the nature of the business to be conducted at the meeting.

## 29. Quorum for, and adjournment of, general meeting

- 1) At any general meeting the number of members required to constitute a quorum is double the number of members (elected or not) presently on the management committee, plus one.
- 2) No business may be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 3) For the purposes of this rule,  
**member**, includes a person attending as a proxy.
- 4) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee or the association, will lapse.
- 5) In any other case it will stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present will be a quorum.
- 6) The chairperson may, with the consent of any meeting at which a quorum is present (and must if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business may be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 7) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting must be given as in the case of an original meeting.
- 8) Save as aforesaid it is not necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

**30. 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. Any member who participates in a meeting as mentioned in this rule is taken to be present at the meeting.
- 2) Unless otherwise provided by these rules, at every general meeting:
  - a) the president presides as chairperson, or if there is no president, or if the president is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the vice-president will be the chairperson or if the vice-president is not present or is unwilling to act then the members present will elect one of their number to be chairperson of the meeting; and
  - b) the chairperson will maintain order and conduct the meeting in a proper and orderly manner.

**31. Voting at general meeting**

- 1) At a general meeting, every question, matter or resolution is decided by a majority of votes of the members present.
- 2) Every member present and eligible to vote is entitled to one (1) vote only, and in the case of an equality of votes, the chairperson has a second or casting vote.
- 3) No member is entitled to vote at any general meeting if the member's annual subscription is in arrears at the date of the meeting.
- 4) Voting is by show of hands or a division of members, unless not fewer than one-fifth of the members present demand a ballot or the president of the association so decides that a ballot shall occur, in which event there will be a secret ballot.
- 5) If a secret ballot is held, the chairperson will appoint two members to conduct the secret ballot in such manner as the chairperson determines and the result of the ballot as declared by the chairperson will be deemed to be the resolution of the meeting at which the ballot was demanded.

**32. Special general meeting**

- 1) The secretary must call a special general meeting by sending out notice of the meeting within 14 days after:
  - a) being directed to do so by the management committee;
  - b) being given a requisition in writing signed by not fewer than one-third of the members presently on the management committee or not fewer than the number of ordinary members of the association which equals double the number of members presently on the management committee plus one; or
  - c) being given a notice in writing of an intention to appeal against the decision of the management committee to reject an application for membership or to terminate the membership of any person.
- 2) A requisition mentioned in sub-rule 32(1)(b) must clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted.
- 3) A special general meeting must be held within three (3) months after the secretary is directed or given a written request or notice under sub-rule 32(1).

**33. Proxies**

- 1) The instrument appointing a proxy must be in writing, in the common or usual form under the hand of the appointer or of the appointer's attorney duly authorised in writing.
- 2) A proxy may but need not be a member of the association.
- 3) The instrument appointing a proxy will be deemed to confer authority to demand or join in demanding a secret ballot.

- 4) The instrument appointing a proxy must be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote.
- 5) Unless otherwise instructed by the appointer, the proxy may vote as the proxy thinks fit.
- 6) Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy will be in the following form or a form as near thereto as circumstances permit:

---

***Brisbane Chorale Inc.:***

I, \_\_\_\_\_ of \_\_\_\_\_,

being a member of the abovementioned association, hereby appoint

\_\_\_\_\_ of \_\_\_\_\_

as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the

\_\_\_\_\_ day of \_\_\_\_\_ 20\_\_ and at any adjournment thereof.

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

Signature.

This form is to be used \*in favour of / \*against [*strike out whichever is not desired*] the following resolutions:

[*List relevant resolutions.*]

---

**34. Minutes of general meetings**

- 1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of every general meeting be kept in accordance with rule 39.
- 2) To ensure the accuracy of the minutes, the minutes of every general meeting and annual general meeting will be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting, verifying their accuracy.
- 3) If asked by a member of the association, the secretary must, within 28 days after the request is made:
  - a) make the minutes 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.

**35. By-laws**

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

**36. Alteration of rules**

- 1) Subject to the provisions of the *Associations Incorporation Act 1981*, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
- 2) However an amendment, rescission or addition is valid only if it is registered by the chief executive.

**37. Common seal**

- 1) The association may, but need not, have a common seal.
- 2) If the association has a common seal, the management committee must provide for its safe custody.
- 3) The common seal must only be used by the authority of the management committee and every instrument to which the seal is affixed must be signed by a member of the management committee and countersigned by the secretary or by a second member of the management committee or by some other person appointed by the management committee for the purpose.
- 4) The association may execute a document without using a common seal only if the association does not have a common seal and the document is signed by two (2) elected members of the management committee.

**38. Funds and accounts**

- 1) The funds of the association must be kept in the name of the association in a financial institution decided by the management committee.
- 2) Proper books and/or accounts will be kept and maintained in computerised, written or printed form in the English language showing correctly the financial affairs of the association and the particulars usually shown in books or accounts of a like nature.
- 3) All moneys must be deposited as soon as practicable after receipt thereof.
- 4) All financial obligations will be paid by electronic funds transfer or by cheque, which will be signed by any two of the president, vice-president, secretary, treasurer or any other member authorised from time to time by the management committee.
- 5) Cheques will be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 6) The management committee will determine the amount of petty cash, which shall be kept on the imprest system.
- 7) All expenditure must be approved or ratified at a management committee meeting.
- 8) As soon as practicable after end of each financial year the treasurer will cause to be prepared a statement containing the particulars of:
  - a) the income and expenditure for the financial year just ended; and
  - b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.
- 9) The auditor must examine the statement prepared under sub-rule (8) of this rule and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 10) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

**39. Documents**

- 1) The management committee must provide for the safe custody of books, documents, instruments of title and securities of the association.

**40. Financial year**

- 1) The financial year of the association closes on 31st December in each year.

#### 41. Distribution of surplus assets to another entity

- 1) This rule applies if the association is wound-up under part 10 of the *Associations Incorporation Act 1981 (Qld)* and there are surplus assets.
- 2) The surplus assets must not be distributed among the members of the association and must be given to another entity:
  - a) that has objects similar to the association's objects; and
  - b) the rules of which prohibit the distribution of the entity's income and assets to its members; and
  - c) that is eligible for tax deductibility of donations under subdivision 30-B of the *Income Tax Assessment Act 1997*.
- 3) In this rule -

"**surplus assets**" has the meaning given by section 92(3) of the *Associations Incorporation Act 1981 (Qld)*.

#### 42. Miscellaneous

- 1) A word or expression that is not defined in these rules, but is defined in the *Associations Incorporation Act 1981 (Qld)* has, if the context permits, the meaning given by the Act.
- 2) If a matter is not provided for under the association's rules but the matter is provided for under a provision of the model rules in the *Associations Incorporation Regulation 1999 (Qld)*, the association's rules are taken to include the additional provision.
- 3) The Rules of Association will be reviewed at least every five years to ensure currency and relevancy with changing government legislation, policy and guidelines.

\*\*\*\*\*

Adopted at a duly constituted General Meeting held in Brisbane on 8 April 2015 (v3.1).

Approved by the Chief Executive on 13 May 2015 (v3.1).

GPO Box 3111 Brisbane Queensland 4001 Australia  
Telephone 13 QGOV (13 74 68)  
Website [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au)  
Associations and Charities facsimile +61 7 3405 0731  
ABN 13 846 673 994



Office of Fair Trading

Department of  
**Justice and Attorney-General**

BRISBANE CHORALE INC.  
THE SECRETARY  
10 LACON ST  
HOLLAND PARK WEST QLD 4121  
AUSTRALIA

13 May 2015

Dear Client,

### **Registration of Amendment of Rules**

**BRISBANE CHORALE INC.**

Incorporation Number: **IA18197**

Document Number: **3757204**

I refer to your application for registration of an amendment of the rules of the above incorporated association passed on 8 April 2015 and wish to advise that the rule amendments have been registered on the date hereof.

The Incorporated Associations Smart Business Guide is a useful publication which aims to provide incorporated association administrators with a general understanding of their responsibilities in running an incorporated association in Queensland. The Guide is available at the Office of Fair Trading website at [www.fairtrading.qld.gov.au](http://www.fairtrading.qld.gov.au) The Guide provides information about rights and responsibilities of members and will assist in making sure your incorporated association's operations comply with the Associations Incorporation Act 1981 and Associations Incorporation Regulation 1999.

Should you have any enquiries, please telephone the **Client Support Office** on **(07) 3405 0700** and quote the association name and incorporation number.

Yours faithfully,

A handwritten signature in black ink, appearing to be the name of the Business Services Officer.

Business Services Officer  
Registration Services

**Brisbane Chorale Inc.  
By-Laws**

Organisation Number: IA18197

ABN: 74 972 973 227

**Preamble**

Rule 35 of the Brisbane Chorale Inc. Rules of Association (v3.1) allow that the management committee may from time to time make, amend or repeal by-laws, not inconsistent with the rules for the internal management of the association. Here follow the by-laws of Brisbane Chorale Inc.

**B8. Termination of membership**

- 1) With regard to rule 8(3)(d), any member who is in financial arrears will remain on member mailing lists for up to 12 months before removal. (Approved at management committee meeting 12.04.2015)

**B14. Membership of management committee**

- 1) The association accepts the introduction of the following positions to the management committee as allowed for by rule 14(1):
  - a) Concert manager
  - b) Marketing manager. (Approved at Annual General Meeting 25.03.2015)

**B15. Electing the management committee**

- 1) As pertaining to rule 15(2), the two year stand down period will commence immediately following the annual general meeting at the end of the person's sixth year in the same position. (Approve at management committee meeting 12.04.2015)

**B38. Funds and accounts**

- 1) As pertaining to rules 38(6) and 38(7), the management committee will prepare a draft budget for the forthcoming financial year by October of the current financial year, and have it finalised and approved by November of the current financial year. Any costs within the limits of the approved budget will not require further approval. Operating costs, e.g. music hire, postage, badges, entertainment books, music staff extras) won't require pre-approval, but there will be a line item in yearly budgets to cover these costs. (Approved at management committee meeting 12.04.2015)