



DESTINATION
SCENIC RIM

MEMBERSHIP PACK



Dear Prospective Member

Please find enclosed information on Destination Scenic Rim Inc.

In this membership pack you will find information on member fees, entitlements, benefits and conditions, along with a membership application form and a copy of the association's rules of incorporation.

To become a member of Destination Scenic Rim Inc.

Fill out the enclosed Membership Application Form and return by email to the membership office at membership@destinationscenicrim.com

1. Once your application form is presented and accepted at a Management Committee meeting you will be sent an invoice for your membership fee and a confirmation email
2. Once payment has been made, please prepare an image (1920 x 1080 pixels @72dpi) for inclusion on our website, this is to be sent to webmaster@destinationscenicrim.com.au
3. We encourage all members to attend our precinct meetings; they provide a great opportunity to find out what happening in the region, along with a great chance to network with others members. We encourage all members to read emails as these often have offers only available to association members.

Kind Regards

Mike Webster

President

Destination Scenic Rim Inc.

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Phone 0414 594 317 **Email** secretary@destinationscenicrim.com **Address** PO Box 184, Boonah, QLD 4310

destinationscenicrim.com [@destinationscenicrim](https://www.instagram.com/destinationscenicrim) [#destinationscenicrim](https://www.facebook.com/destinationscenicrim)

Destination Scenic Rim Inc. is a non-profit local tourism organisation that endeavours to promote, foster and develop sustainable tourism within the Scenic Rim Region.



Benefits of Membership



Benefits of **Destination Scenic Rim** membership include:

- The opportunity to network with other tourism operators and businesses within the district. This networking also brings the opportunity for co-operative advertising and promotional activities with similar businesses to your own, resulting in reduced costs to individual operators.
- Direct input from the district Tourism Officer who represents the Scenic Rim, Brisbane Marketing and Tourism Queensland. The Tourism Officer is a valuable resource who gives **Destination Scenic Rim** members access to the marketing and promotional opportunities available through various organisations. Display of your promotional materials and brochures in the Visitor Information Centre in Boonah at no cost.
- Listing of your business on the **Scenic Rim Tourism and Scenic Rim Escapes** website with links to your own web site (where applicable) at no cost. And integration into the new **Destination Scenic Rim, Facebook and Instagram**.
- Invitations to participate in promotional activities, community events and education seminars.
- Advice and information from experienced tourism operators in the region and referral to tourism professionals for specific advice on business plans, promotions and marketing, council regulations and legislative requirements.
- But, above all, an opportunity to help grow quality tourism in the Scenic Rim region which will ultimately ensure the success of your own business.

Conditions of Membership

- Members must agree to abide by the **Destination Scenic Rim** Rules of Association
- Members agree to hold the appropriate level of comprehensive Public Liability Insurance
- Members agree to hold the appropriate permits and/or licenses required by Local, State and Federal Governments
- Membership benefits are for one nominated business entity only unless otherwise negotiated with the sitting executive
- Membership is non-transferable
- Members are required to keep their website up to date at all times
- Members must advise **Destination Scenic Rim** of any changes to contact details, email address or other relevant information

Note: Conditions of membership may change over time should the executive deem it is necessary.



MEMBERSHIP APPLICATION



DESTINATION
SCENIC RIM



CONTACT INFORMATION

Contact First Name _____ Surname _____
Representative First Name _____ Surname _____
Company/Business Name _____
Postal Address _____
Business Address _____
Contact Phone _____ Mobile _____
Email _____
Website _____
Facebook _____ Instagram _____

MEMBERSHIP

I wish to apply for membership of Destination Scenic Rim Inc. **\$200pa + GST**

I give permission for our business webpage to be linked to the Destination Scenic Rim Inc. website

I give permission to supply my email address to tourism organisations so they can direct email me

BUSINESS DETAILS

Description of Services (maximum 50 words for inclusions on website)

Please Note: Once your application for membership has been approved and subsequent payment made, you will need to send an image (1920x1080 pixels @72dpi) to webmaster@destinationsscenicrim.com.au for inclusion on the Destination Scenic Rim website.

I agree to abide by the Model Rules of the Association as outlined in the Membership Application Pack, and I do hereby state that I hold the appropriate level of comprehensive Public Liability Insurance as well as any permits and/or licenses required by Local, State or Federal Governments. I will supply a current copy of a Certificate of Currency from a licensed insurer.

Signature

Date

If submitting by email please type name in place of signature

OFFICE USE ONLY

Nominated by a financial member (print name) _____ Signature _____ Date ____/____/____

Seconded by a financial member (print name) _____ Signature _____ Date ____/____/____

Date Invoice Sent ____/____/____ Amount Received \$ _____ Received Date ____/____/____

DESTINATION SCENIC RIM RULES OF INCORPORATION

1. NAME

The name of the incorporated association shall be 'Destination Scenic Rim Incorporated'

2. DEFINITIONS

(1) In these rules, unless the contrary intention appears

"Area" means the area within the Scenic Rim Regional Council boundaries

"Association" means Destination Scenic Rim Incorporated

"Management Committee" mean those members elected at the annual general meeting to represent the association.

3. OBJECTS

(1) The purpose for which the Association is established is to:

Develop vibrant and sustainable tourism and genuine visitor experiences that celebrate the region's unique and world-class natural assets, rural and small town character and community values.

(2) This will be achieved by:

(a) providing a vehicle for establishing partnerships between the private and public sectors and community to identify and co-ordinate local and regional tourism initiatives;

(b) promoting, planning and facilitating the realisation of tourism development opportunities while respecting the unique and special assets of the individual communities in the area;

(c) adopting a strategic focus on tourism related issues, taking a balanced regional overview to maximise benefits to the area.

(3) The objects for which the association is established are:

(a) to focus on exceeding visitor expectations and promote tourism in the Scenic Rim Region and surrounds;

(b) to provide a forum for the discussion of tourism and its promotion locally and regionally;

(c) to demonstrate leadership in the tourism industry of the area by identifying projects and supporting their implementation;

(d) to identify tourism and business development opportunities and recommend action to bring these to fruition;

(e) to promote fellowship and consensus across the area on tourism related issues, providing direction on matters of regional significance and identifying priorities;

(f) to liaise at all levels of Government regarding the needs and

priorities of tourism in the area;

(g) to seek funding assistance from both public and private sectors to facilitate completion of projects promoting tourism in the area;

(h) to collaborate with other tourism based organisations where development opportunities are best achieved by working outside the immediate region;

(i) to identify product and infrastructure deficiencies and recommend appropriate action to relevant authorities;

(j) to develop, monitor, implement and review tourism strategies for the area;

(k) 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

4. 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 and deal with and dispose of property

(c) charge 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) To appoint, employ, remove or suspend such managers, clerics, secretaries, servants or other persons as may be necessary or convenient for the purpose of the association.

5. CLASSES OF MEMBERSHIP

(1) The membership of the association shall consist of ordinary members and any of the following classes of members:

(a) Ordinary Member: those businesses, individuals or organisations actively involved in servicing of the tourism industry and/or those businesses, individuals or organisations, while not actively or directly servicing the tourism industry, are deemed by majority vote by the Executive Committee, as being important contributors to the tourism industry. Each member from this class is entitled to one vote.

(b) Associate Member: those businesses, individuals or organisations who provide supplementary goods and or services to the tourism industry or who benefit directly or indirectly from the tourism industry. Associate Members shall not be entitled to vote.

(c) Junior Member: must support the objects of the association and may not vote (unless permitted by law).

(d) Honorary Member: Must be invited by Management Committee for the financial year current at the time of such invitation. Membership unlimited. Limitations relating to membership: Nil.

(2) The number of members of each class shall be unlimited.



6. AUTOMATIC MEMBERSHIP

(1) A person who, on the day the association is incorporated, was a member of Scenic Rim Escapes Inc. or Scenic Rim Tourism Inc. and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee:

- (a) to the equivalent class of membership of the association as the member held in the unincorporated association; or
- (b) if there is no equivalent class of membership: as an ordinary member.

7. NEW MEMBERSHIP

(1) An applicant for membership of the association must be proposed by 1 member of the association (the proposer) and seconded by another member (the seconder).

(2) An application for membership must be:

- (a) in writing; and -
- (b) signed by the applicant and the applicants proposer and seconder; and
- (c) in the form decided by the management committee.

8. MEMBERSHIP FEES

(1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.

(2) The membership fees for each class of membership shall be payable at such time and such manner as the management committee shall from time to time determine.

9. ADMISSION AND REJECTION OF MEMBERS

(1) At the next meeting of the management committee after the receipt of any application, the fee applicable for any class of membership, of such application shall be considered by the management committee, who shall determine the admission or rejection of the applicant.

(2) Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which application is being considered shall be accepted as a member to the class of appropriate membership.

(3) Upon the acceptance or rejection of an application for any class of membership the secretary shall give the applicant notice in writing of such acceptance or rejection.

10. 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 shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice - when it shall take effect on that date.

(3) If a member:

- a) is convicted of an indictable offence, or;
- b) fails to comply with any of the provisions of these rules, or;

c) has membership fees in arrears for a period of two (2) months or more, or;

d) conducts him/herself in a manner considered to be injurious or prejudicial to the character or interests of the association, or;

e) commences legal action or court proceedings against or linking the association in any legal proceedings

f) the management committee shall consider whether the member's membership shall be terminated.

(4) The member concerned shall be given a full and fair opportunity to present their case and if the management committee resolves to terminate the membership, they shall instruct the secretary to advise the member in writing.

11. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

(1) A person whose application for membership has been rejected or whole membership has been terminated may within one month of receiving written notification, lodge with the secretary, written notice of the person's intention to appeal against the decision of the management committee.

(2) Upon receipt of a notification of intention to appeal against rejection or termination of membership, the secretary shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal.

(3) At any such meeting the applicant shall be given the opportunity to fully present their case and the management committee or those members who rejected the application for membership or terminated the membership subsequently shall have the opportunity to present their case.

(4) The appeal shall be determined by the vote of the members present at the meeting.

(5) Where a person whose application is rejected does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the secretary shall refund the amount of any fee paid.

12. REGISTER OF MEMBERS

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

(2) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.

(3) The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

13. SECRETARY

(1) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must appoint or elect a secretary for the association within fourteen days after



incorporation.

(2) If a vacancy happens in the office of secretary, the members of the management committee must appoint or elect a secretary within fourteen days after the vacancy happens.

(3) 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 committee as secretary, or;

(c) appointed by the management committee as secretary (whether or not the individual is a member of the association).

(4) The management committee may appoint and remove the secretary at any time.

14. MEMBERSHIP AND ELECTION OF MANAGEMENT COMMITTEE

(1) The management committee of the association shall consist of a chairperson, vice-chairperson, treasurer, secretary, all of whom shall be members of the association and such number of other members as may be elected but not exceed eleven persons.

(2) At the annual general meeting of the association all members of the management committee for the time being shall retire from office, but be eligible upon nomination for re-election.

(3) A member of the management committee may only be elected as follows:

(a) any 2 members of the association may nominate another member (the candidate) to serve as a member of the management 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 14 days before the annual general meeting at which the election is to be held;

(c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management 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.

(4) A person may be a candidate only if the person:

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the Act.

(5) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the association for at least 7 days immediately preceding the annual general meeting.

(6) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(7) 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.

14A. 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 but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified, when it shall take effect on that date or such member may be removed from office at a general meeting of the association where that member shall be given the opportunity to fully present their case.

(2) The question of removal shall be determined by the vote of the members present at such general meeting.

15. VACANCIES ON MANAGEMENT COMMITTEE

(1) The management committee shall have power at any time to appoint any full member of the association to fill any casual vacancy on the management committee until the next annual general meeting.

(2) The continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the management committee, the continuing members may act for the purpose of increasing the number of members of the management committee to that number or of summoning a general meeting of the association, but for no other purpose.

16. FUNCTION 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) shall have the general control and management of the administration of the affairs, property and funds of the association; and

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

(2) The management committee may exercise all the powers of the association:

(a) to borrow or raise or secure the payment of money in such manner as the members of the association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way and in particular by the issue of debentures, perpetual or otherwise, charged



upon all or any of the association's property, both present and future, and to purchase, redeem or pay off any such securities;

(b) to borrow 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 management committee may from time to time determine.

(3) For sub-section (2)(b) the rate of interest must not be more than the rate of 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 financial institution for the association – the financial institution nominated by the association.

(4) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

17. MEETINGS OF MANAGEMENT COMMITTEE

(1) The management committee shall hold quarterly executive meetings.

(2) The management committee must decide how a meeting is to be called and held

(3) Notice of a meeting is to be given in the way decided by the management committee

(4) A special meeting of the management committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the management committee, which clearly states the reasons why such special meeting is being convened and the nature of the business to be transacted.

(5) At every meeting of the management committee a simple majority plus one of a number equal to half the number of members elected and/or appointed to the management committee as at the close of the last general meeting of the members, shall constitute a quorum.

(6) Subject as previously provided in this section, the management committee may meet together and regulate its proceedings as it thinks fit.

(7) However, 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.

(8) A member of the management committee shall not vote in respect of any contract or proposed contract with the association in which the member is interested, or any matter arising thereof, and if the member does so vote, the member's vote shall not be counted.

(9) Such notice shall clearly state the nature of the business to be discussed

(10) The chairperson shall preside as chair at every meeting

of the management committee, or if there is no chairperson, or if at any meeting the chairperson is not present within ten minutes after the time appointed for holding the meeting, the vice-chairperson shall be chair or if the vice-chairperson is not present, then the members may choose one of their number to chair the meeting.

(11) If within half an hour from the time appointed for the commencement of a management committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee, shall lapse.

(12) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from start, the meeting shall lapse.

18. 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 entered in a minute book.

(2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy.

19. DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

(1) The management committee may delegate any of its powers to a subcommittee consisting of such members of the association as the management committee thinks fit.

(2) Any subcommittee so formed shall in the exercise of the powers delegated conform to any regulations that may be imposed on it by the management committee.

(3) A subcommittee may elect a chair of its meetings.

(4) If no such chair is elected, or if at any meeting the chair is not present within ten minutes after time appointed for starting, the members present may choose one of their number to chair the meeting.

(5) A subcommittee may meet and adjourn as it thinks proper.

(6) Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

20. ACTS NOT AFFECTED BY DEFECTS OF DISQUALIFICATIONS

(1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

(2) Subrule (1) applies even if the act was performed when:

(a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or

(b) a management committee member, subcommittee member or person acting as a member of the management committee



was disqualified from being a member.

21. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

(1) A resolution in writing signed by all the members of the management committee for the time being entitled to receive notice of a meeting of the management committee shall be as valid and effectual as if it had been passed at a meeting of the management committee duly convened and held.

(2) Any such resolution may consist of several documents in like form, each signed by one or more members of the management committee.

22. FIRST GENERAL MEETING

(1) The first general meeting must be held not less than one month, and not more than three months, after the day the association is incorporated.

(2) The management committee must decide where the meeting is to be held.

(3) The business to be transacted at the first general meeting must include the appointment of an auditor

23. FIRST ANNUAL GENERAL MEETING

The first annual general meeting must be held within eighteen months after the day the association is incorporated.

24. SUBSEQUENT ANNUAL GENERAL MEETINGS

Each subsequent annual general meeting must be held:

(a) at least once a year; and

(b) within three (3) months after the end of the association's previous financial year.

25. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETINGS

(1) The following business must be conducted at each annual general meeting of the association:

(a) receiving the association's financial statement, and signed statement, for the last reportable financial year;

(b) presenting the financial statement and signed statement to the meeting for adoption;

(c) electing members of the management committee

(d) receiving the association's financial statement, and audit report, for the last reportable financial year;

(e) electing members of the management committee

(f) appointing an auditor, an accountant or an approved person for the present financial year.

26. SPECIAL GENERAL MEETING

(1) The secretary shall convene a special general meeting by sending out notice of the meeting within fourteen days of:

(a) being directed to call the meeting by the management committee; or

(b) being given a written request signed by:

i. or at least 33% of the number of members of the management committee when the request is signed;

ii. at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1; or

iii. being given a written notice of an intention to appeal against the decision of the management committee:

(c) to reject an application for membership; or

(d) to terminate a person's membership.

(2) A request mentioned in subrule (1)(b) must state:

(a) why the special general meeting is being called; and

(b) the business to be conducted at the meeting.

27. QUORUM AT GENERAL MEETING

(1) Subject to subsection (5), the number of members equal to the number of members of the association elected or appointed to the management committee at the close of the associations' last general meeting + 1 forms a quorum."

(2) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

(3) For the purposes of this rule:-

"member" includes a person attending as a proxy or as representing a corporation which is a member.

(4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.

(5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association:

(a) the meeting is to be adjourned for at least 7 days; and

(b) the management committee is to decide the day, time and place of the adjourned meeting.

(6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

(7) If a meeting is adjourned thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

(8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

28. NOTICE OF GENERAL MEETING

(1) The secretary may call a general meeting of the association.

(2) The secretary must give at least 14 days notice of the meeting to each member of the association.

(3) If the secretary is unable or unwilling to call the meeting, the chairperson must call the meeting.



(4) The management committee may decide the way in which the notice must be given.

(5) However, notice of the following meetings will be given via email correspondence.

a) a meeting called to hear and decide the appeal of a person against the management committee's decision:

(i) to reject the person's application for membership of the association; or

(ii) to terminate the person's membership of the association;

b) a meeting called to hear and decide a proposed special resolution of the association. No response from a member may be assumed as an indication of agreement with the proposal.

(6) A notice of a general meeting must state the business to be conducted at the meeting.

29. 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 subrule (1) is taken to be present at the meeting.

(3) At each general meeting:

a) the chairperson is to preside as chairperson; and

b) if there is no chairperson or if the chairperson 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 must conduct the meeting in a proper and orderly way.

(4) 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.

(5) 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.

(6) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.

(7) The method of voting is to be decided by the management committee.

(8) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

(9) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.

(10) 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.

30. PROXIES

(1) An instrument appointing a proxy must be in writing and be

in the following or similar form:

DESTINATION SCENIC RIM INCORPORATED

I, _____ of _____ being a member of the association, 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 of the meeting.

Signed this _____ day of _____ 20 _____

Signature: _____

(2) The instrument appointing a proxy must:

(a) if the appointor is an individual on behalf of a business that is a member: be signed by the appointor or the appointor's attorney properly authorised in writing; or

(b) if the appointor is a corporation:

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a member of the association or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(5) Each instrument 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 instrument proposes to vote.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form:

DESTINATION SCENIC RIM INCORPORATED

I, _____ of _____ being a member of the association, 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 of the meeting.

Signed this _____ day of _____ 20 _____

Signature: _____

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

[List relevant resolutions]

31. 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.

(2) To ensure the accuracy of the minutes:



- a) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - b) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the association that is a 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 minute book 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 association may require the member to pay the reasonable costs of providing copies of the minutes

32. BY-LAWS

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

33. 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 by the chief executive.

34. COMMON SEAL.

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be:
- a) kept securely by the management committee; and
 - b) used only under the authority of the management committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by:
- a) the secretary; or
 - b) another member of the management committee; or
 - c) someone authorised by the management committee.

35. FUNDS AND ACCOUNTS

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by

the management committee.

- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) All payments must be authorised by (providing they are not related) any two of :
- a) the chairperson;
 - b) the secretary;
 - c) the treasurer;
 - d) any 1 of 3 other members of the association who have been authorised by the management committee to sign cheques issued by the association.

(5) However, 1 of the persons who signs the cheque must be the chairperson, the secretary or the treasurer.

(6) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(7) All expenditure must be approved or ratified at a management committee meeting.

36. DOCUMENTS

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

37. FINANCIAL YEAR

The end date of the association's financial year is 30th September in each year.

38. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- (1) This rule applies if the association:
- (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (3) The surplus assets must be given to another entity:
- (a) having 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.
- (4) In this rule: surplus assets see section 92(3) of the Act

