



SPRINGFIELD RUNNERS GROUP

CONSTITUTION¹

¹ Written in accordance with *Associations Incorporation Act 1981* (Qld) based on the Model Rules

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SPRINGFIELD RUNNERS GROUP CONSTITUTION

1 INTERPRETATION AND DEFINITIONS

(1) Definitions

In this Constitution, unless the context otherwise requires—

- (a) **Act** means SRGs *Incorporation Act 1981* (Qld).
- (b) **committee** means the members who holds a position detailed in rule 6(4).
- (c) **Constitution** means this Springfield Runners Group Constitution.
- (d) **financial members** means individuals who have paid all membership fees in accordance with rule 5(3).
- (e) **members** means financial members.
- (f) **membership fee** means the fees detailed in rule 5(3).
- (g) **non-financial members** means individuals who have not paid all membership fees in accordance with rule 5(3).
- (h) **present** means—
 - (i) at a committee meeting, see rule 6(9)(f); or
 - (ii) at a general meeting, see rule 7(8)(b).
- (i) **secretary** means the secretary of the SRG committee as elected in accordance with rule 6(1).
- (j) **SRG** has the meaning given to it in rule 2.

(2) Interpretation

Unless the context otherwise requires, this Constitution must be interpreted in accordance with the following:

- (a) a reference to—
 - (i) a rule, paragraph, schedule, annexure is a reference to a rule, paragraph of, schedule or annexure to this Constitution, and a reference to this Constitution includes any schedules or annexures;
 - (ii) a legislative provision, legislation (including subordinate legislation) includes reference to that provision or legislation as amended, re-enacted or replaced;
 - (iii) a law of Queensland is to be interpreted in accordance with the *Acts Interpretation Act 1954* (Qld);
 - (iv) the singular includes the plural and the plural includes the singular;
- (b) the words “include”, “includes” and “including” means “including without limitation”;
- (c) if an example is given of anything in this Constitution (including a right, obligation or concept) by using “such as”, “for example” or other similar phrases, the example does not limit the scope of that thing;

- (d) headings are for convenience only and do not affect the interpretation of this Constitution;
- (e) a word that suggests one gender includes the other gender; and
- (f) if a period of time is to be calculated from a specified date, act or event, the period of time must be calculated excluding the specified date or day during which an act or event has occurred.

2 NAME

The name of the incorporated association is the Springfield Runners Group (**SRG**).

3 OBJECTIVE

SRG's main objectives are to—

- (a) encourage all individuals to maintain an active lifestyle; and
- (b) provide a community running group that provide our members and non-financial individuals the opportunity to run in a safe, inclusive, supportive and social environment.

4 POWERS

SRG—

- (a) has the powers of an individual;
- (b) may, for example—
 - (i) enter into contracts; and
 - (ii) acquire, hold, deal with and dispose of property; and
 - (iii) make charges for services and facilities it supplies; and
 - (iv) do other things necessary or convenient to be done in carrying out its affairs; and
- (c) may also issue secured and unsecured notes, debentures and debenture stock for SRG.

5 MEMBERSHIP

(1) Classes of Members

- (a) SRG membership consists of financial members, who are entitled to—
 - (i) vote at an SRG general meeting;
 - (ii) join all SRG organised, and sanctioned, running sessions; and
 - (iii) benefit from all applicable services, insurances and discounts made available by SRG to members.
- (b) The number of SRG members is unlimited.

(2) Non-financial individuals

- (a) Individuals who have not paid the membership fee, or have failed to renew their memberships within 30 days following the membership renewal date, will not be regarded as SRG members but will remain as non-financial individuals.
- (b) Non-financial individuals may participate in all SRG organised, and sanctioned, running sessions but will not—

- (i) have the right to vote at an SRG general meeting or have any standing at any SRG meeting;
- (ii) be allowed to hold a committee position; and
- (iii) benefit from any applicable services, insurances and discounts made available by SRG to financial members.

(3) Membership Fees

The membership fee to be paid by an individual wishing to become a member—

- (a) is the amount decided by the committee from time to time and published on the SRG website and/or social media page; and
- (b) is payable when, and in the way, the committee decides.

(4) When Membership Ends

Memberships ends after any of the following circumstances:

- (a) when a member fails to renew their membership by not paying their membership fee within 30 days following the renewal date; or
- (b) a member may resign from SRG by giving written notice of their resignation to the secretary, which will take effect at—
 - (i) the time the notice is received by the secretary; or
 - (ii) if a later time is stated in the notice—the later time; or
- (c) subject to rule 5(4)(d), the committee may terminate a member's membership if the member—
 - (i) is convicted of an indictable offence; or
 - (ii) does not comply with any of the provisions of these rules; or
 - (iii) conducts himself or herself in a way considered by the committee, at their full discretion—
 - (A) to be injurious or prejudicial to the character, or interests, of SRG; or
 - (B) to be in breach of any of the policies that may published by the committee on the SRG website or social media page.
- (d) Before the committee terminates a member's membership, the committee may decide to give the member a full, and fair, opportunity to show why the membership should not be terminated. However, the committee has full discretion whether the member is given this opportunity to make a submission to the committee.
- (e) In circumstances where a member is afforded the opportunity to make a submission to the committee in accordance with rule 5(4)(d)—if, after considering all representations made by the member, the committee decides to terminate the membership, the committee must give the member written notice of the decision.

(5) Banning of Non-financial Individuals

Non-financial individuals may be permanently banned by the committee from participating in SRG organised, and sanctioned, sessions if that individual satisfies any of the circumstances detailed in rule 5(4)(c).

(6) Appeal Termination of Membership

Individuals—

- (a) whose membership has been terminated by the committee pursuant to rule 5(4)(c); or
- (b) who have been banned pursuant to rule 5(5),

may appeal against the committee's decision by submitting a written appeal to the committee within thirty (30) days of receipt of the committee's decision. The decision of the committee following this appeal is final and there are no rights of further appeal for termination of a member's membership or non-financial individual's ability to participate in SRG organised, and sanctioned, sessions.

(7) Register of Members

- (a) The committee must maintain a register of all members.
- (b) The register must include the following particulars for each member—
 - (i) the full name of the member;
 - (ii) the postal or residential address of the member;
 - (iii) the date of admission as a member;
 - (iv) the date of death or time of resignation of the member;
 - (v) details about the termination or reinstatement of membership;
 - (vi) any other particulars the committee or the members at a general meeting decide.
- (c) The register must be open for inspection by members of SRG at all reasonable times.
- (d) A member must contact the secretary to arrange an inspection of the register.
- (e) However, the committee may, on the application of a member of SRG, withhold information about the member (other than the members full name) from the register available for inspection if the committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
- (f) For the benefit of clarity, membership of SRG's social media pages does not make those individuals members of SRG in accordance with this Constitution.

(8) Register of Deregistered/Banned Members

The committee must maintain a register of all deregistered, banned, former members and non-financial individuals, including the following details:

- (i) the full name of the member;
- (ii) the postal or residential address of the member;
- (iii) the date of admission as a member;
- (iv) the date of the deregistration or banning of the member or non-financial individual;
- (v) reasons for the deregistration or banning of membership or involvement with SRG;
- (vi) any other particulars the committee or the members at a general meeting decide.

(9) Prohibition on use of Information on Register of Members

- (a) A member of the committee must not—

- (i) use information obtained from the register of members of SRG to contact, or send material to, another member of SRG for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (ii) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of SRG for the purpose of advertising for political, religious, charitable or commercial purposes.
- (b) Rule 5(9)(a) does not apply if the use, or disclosure, of the information is approved by the committee.

6 COMMITTEE

(1) Appointment or Election of Secretary

- (a) The secretary must be an individual residing in Queensland who is—
- (i) a member of the SRG elected by the members of SRG as secretary; or
 - (ii) any of the following persons appointed by the committee as secretary:
 - (A) a member of the committee;
 - (B) another member of SRG; or
 - (C) another person.
- (b) If SRG has not elected an interim officer as secretary for SRG before its incorporation, the members of SRG must ensure a secretary is appointed, or elected, for SRG within 1 month after incorporation.
- (c) If a vacancy happens in the office of secretary, the members of the committee must ensure a secretary is appointed, or elected, for SRG within 1 month after the vacancy happens.
- (d) If the committee appoints a person mentioned in rule 6(1)(a)(ii)(B) as secretary, other than to fill a casual vacancy on the committee, the person does not become a member of the committee.
- (e) However, if the committee appoints a person mentioned in rule 6(1)(a)(ii)(B) as secretary to fill a casual vacancy on the committee, the person becomes a member of the committee.
- (f) If the committee appoints a person mentioned in rule 6(1)(a)(ii)(C) as secretary, the person does not become a member of the committee.
- (g) In this rule— casual vacancy, on a committee, means a vacancy that happens when an elected member of the committee resigns, dies or otherwise stops holding office.

(2) Removal of Secretary

- (a) The committee of SRG may at any time remove a person appointed by the committee or elected by the members of SRG as the secretary.
- (b) Following removal of the secretary from the committee, the remaining members of the committee must fill the casual vacancy within one (1) month of the vacancy in accordance with rule 6(1).

(3) Functions of Secretary

The secretary's functions include, but are not limited to—

- (a) calling meetings of SRG, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of SRG; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to SRG; and
- (d) maintaining the register of members, and deregistered members, of SRG, as well as banned non-financial individuals.

(4) Membership of Committee

- (a) The committee of SRG consists of a president, treasurer, and any other members SRG members elect at a general meeting.
- (b) A member of the committee, other than a secretary appointed by the committee under rule 6(1)(a)(ii)(C), must be a member of SRG.
- (c) At each annual general meeting of SRG, the members of the committee must retire from office, but are eligible, on nomination, for re-election.
- (d) A member of SRG may be appointed to a casual vacancy on the committee under rule 6(7).

(5) Electing the Committee

- (a) A member of the committee may only be elected as follows—
 - (i) any 2 members of SRG may nominate another member (the candidate) to serve as a member of the committee;
 - (ii) the nomination must be—
 - (A) in writing; and
 - (B) signed by the candidate and the members who nominated him or her; and
 - (C) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
 - (iii) each member of SRG present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the committee; and
 - (iv) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (b) A person may be a candidate only if the person—
 - (i) is an adult; and
 - (ii) is not ineligible to be elected as a member under section 61A of the Act.
- (c) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted on the SRG website for at least 7 days immediately preceding the annual general meeting.
- (d) If required by the committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (e) The committee must ensure that, before a candidate is elected as a member of the committee, the candidate is advised—
 - (i) whether or not SRG has public liability insurance; and

- (ii) if SRG has public liability insurance—the amount of the insurance.

(6) Resignation, Removal or Vacation of Office of Committee Member

- (a) A member of the committee may resign from the committee by giving written notice of resignation to the secretary.
- (b) The resignation takes effect at—
 - (i) the time the notice is received by the secretary; or
 - (ii) if a later time is stated in the notice—the later time.
- (c) A member may be removed from office at a general meeting of SRG if a majority of the members present, and eligible, to vote at the meeting vote in favour of removing the member.
- (d) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he, or she, should not be removed from office.
- (e) A member has no right of appeal against the members removal from office under this rule.
- (f) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

(7) Vacancies of Committee

- (a) If a casual vacancy happens on the committee, the continuing members of the committee may appoint another member of SRG to fill the vacancy until the next annual general meeting.
- (b) The continuing members of the committee may act despite a casual vacancy on the committee.
- (c) However, if the number of committee members is less than the number fixed under rule 6(10) as a quorum of the committee, the continuing members may act only to—
 - (i) increase the number of committee members to the number required for a quorum; or
 - (ii) call a general meeting of SRG.

(8) Functions of Committee

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

Note—

The Act prevails if SRGs rules are inconsistent with the Act—see section 1B of the Act.

- (c) The committee may exercise the powers of SRG—
 - (i) to borrow, raise or secure the payment of amounts in a way the members of SRG decide; and

- (ii) to secure the amounts mentioned in rule 6(8)(c)(i), or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred, or to be entered into, by SRG in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of SRGs property, both present and future; and
 - (iii) to purchase, redeem or pay off any securities issued; and
 - (iv) to borrow amounts from members and pay interest on the amounts borrowed; and
 - (v) to mortgage or charge the whole or part of its property; and
 - (vi) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of SRG; and
 - (vii) to provide and pay off any securities issued; and
 - (viii) to invest in a way the members of SRG may from time to time decide.
- (d) For rule 6(8)(c)(iv), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
- (i) the financial institution for SRG; or
 - (ii) if there is more than 1 financial institution for SRG—the financial institution nominated by the committee.

(9) Meetings of Committee

- (a) Subject to this rule, the committee may meet and conduct its proceedings as it considers appropriate.
- (b) The committee must meet at least once every 4 months to exercise its functions.
- (c) The committee must decide how a meeting is to be called.
- (d) Notice of a meeting is to be given in the way decided by the committee.
- (e) The 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 discussions as they happen.
- (f) A committee member who participates in the meeting as mentioned in rule 6(9)(e) is taken to be present at the meeting.
- (g) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (h) A member of the committee must not vote on a question about a contract or proposed contract with SRG if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (i) The president is to preside as chairperson at a committee meeting.
- (j) If there is no president or if the president is not present within 10 minutes after the time fixed for a committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

(10) Quorum for, and Adjournment of, Committee Meeting

- (a) At a committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (b) If there is no quorum within 30 minutes after the time fixed for a committee meeting called on the request of members of the committee, the meeting lapses.
- (c) If there is no quorum within 30 minutes after the time fixed for a committee meeting called other than on the request of the members of the committee—
 - (i) the meeting is to be adjourned for at least 1 day; and
 - (ii) the members of the committee who are present are to decide the day, time and place of the adjourned meeting.
- (d) If, at an adjourned meeting mentioned in rule 6(10)(c), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

(11) Special Meeting of Committee

- (a) If the secretary receives a written request signed by at least 33% of the members of the committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- (b) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (c) A request for a special meeting must state—
 - (i) why the special meeting is called; and
 - (ii) the business to be conducted at the meeting.
- (d) A notice of a special meeting must state—
 - (i) the day, time and place of the meeting; and
 - (ii) the business to be conducted at the meeting.
- (e) A special meeting of the committee must be held within 14 days after written notice of the meeting is given to the members of the committee.

(12) Minutes of Committee Meetings

- (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each committee meeting are entered in a minute book.
- (b) To ensure the accuracy of the minutes, the minutes of each committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next committee meeting, verifying their accuracy.

(13) Appointment of Subcommittees

- (a) The committee may appoint a subcommittee consisting of members of SRG considered appropriate by the committee to help with the conduct of SRGs operations.
- (b) A member of the subcommittee who is not a member of the committee is not entitled to vote at a committee meeting.
- (c) A subcommittee may elect a chairperson of its meetings.

- (d) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (e) A subcommittee may meet and adjourn as it considers appropriate.
- (f) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

(14) Acts Not Affected by Defects or Disqualifications

- (a) An act performed by the committee, a subcommittee or a person acting as a member of the committee is taken to have been validly performed.
- (b) Rule 6(14)(a) applies even if the act was performed when—
 - (i) there was a defect in the appointment of a member of the committee, subcommittee or person acting as a member of the committee; or
 - (ii) a committee member, subcommittee member or person acting as a member of the committee was disqualified from being a member.

(15) Resolutions of Committee Without Meeting

- (a) A written resolution signed by each member of the committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (b) A resolution mentioned in rule 6(15)(a) may consist of several documents in like form, each signed by 1 or more members of the committee.

7 GENERAL MEETINGS

(1) First Annual General Meeting

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

(2) Subsequent Annual General Meetings

Each subsequent annual general meeting must be held—

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

(3) Business to be Conducted at Annual General Meeting (Level 1, and Particular Level 2 and 3, Incorporated Associations)

- (a) This rule applies only if SRG is—
 - (i) a level 1 incorporated association; or
 - (ii) a level 2 incorporated association to which section 59 of the Act applies; or
 - (iii) a level 3 incorporated association to which section 59 of the Act applies.
- (b) The following business must be conducted at each annual general meeting of SRG—
 - (i) receiving SRG's financial statement, and audit report, for the last reportable financial year;

- (ii) presenting the financial statement and audit report to the meeting for adoption;
- (iii) electing members of the committee;
- (iv) for a level 1 incorporated association—appointing an auditor or an accountant for the present financial year;
- (v) for a level 2 incorporated association, or a level 3 incorporated association, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

(4) Business to be Conducted at Annual General Meeting of other Level 2 Incorporated Associations

- (a) This rule applies only if SRG is a level 2 incorporated association to which section 59A of the Act applies.
- (b) The following business must be conducted at each annual general meeting of SRG—
 - (i) receiving SRG's financial statement, and signed statement, for the last reportable financial year;
 - (ii) presenting the financial statement and signed statement to the meeting for adoption;
 - (iii) electing members of the committee;
 - (iv) appointing an auditor, an accountant or an approved person for the present financial year.

(5) Business to be Conducted at Annual General Meeting of other Level 3 Incorporated Associations

- (a) This rule applies only if SRG is a level 3 incorporated association to which section 59B of the Act applies.
- (b) The following business must be conducted at each annual general meeting of SRG—
 - (i) receiving SRG's financial statement, and signed statement, for the last reportable financial year;
 - (ii) presenting the financial statement and signed statement to the meeting for adoption;
 - (iii) electing members of the committee.

(6) Notice of General Meeting

- (a) The secretary may call a general meeting of SRG.
- (b) The secretary must give at least 14 days' notice of the meeting to each member of SRG.
- (c) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (d) The committee may decide the way in which the notice must be given.
- (e) However, written notice must be given for a meeting called to hear and decide a proposed special resolution of SRG.
- (f) A notice of a general meeting must state the business to be conducted at the meeting.

(7) Quorum for, and adjournment of, General Meeting

- (a) The quorum for a general meeting is at least the number of members elected or appointed to the committee at the close of SRG's last general meeting plus 1.
- (b) However, if all members of SRG are members of the committee, the quorum is the total number of members less 1.
- (c) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (d) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the committee or SRG, the meeting lapses.
- (e) 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 committee or SRG—
 - (i) the meeting is to be adjourned for at least 7 days; and
 - (ii) the committee is to decide the day, time and place of the adjourned meeting.
- (f) 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.
- (g) If a meeting is adjourned under rule 7(7)(f), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (h) 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.
- (i) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

(8) Procedure at General Meeting

- (a) 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.
- (b) A member who participates in a meeting as mentioned in rule 7(8)(a) is taken to be present at the meeting.
- (c) At each general meeting—
 - (i) the president is to preside as chairperson; and
 - (ii) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (iii) the chairperson must conduct the meeting in a proper and orderly way.

(9) Voting at General Meeting

- (a) At a general meeting, each question, matter, resolution or special resolution, must be decided by a majority of votes of the members present.
- (b) 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.

- (c) 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.
- (d) The method of voting is to be decided by the committee.
- (e) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (f) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (g) 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.

(10) Special General Meeting

- (a) The secretary must call a special general meeting by giving each member of SRG notice of the meeting within 14 days after—
 - (i) being directed to call the meeting by the committee; or
 - (ii) being given a written request signed by—
 - (A) at least 33% of the number of members of the committee when the request is signed; or
 - (B) at least the number of members of SRG equal to double the number of members of SRG on the committee when the request is signed plus 1.
- (b) A request mentioned in rule 7(10)(a)(ii) must state—
 - (i) why the special general meeting is being called; and
 - (ii) the business to be conducted at the meeting.
- (c) A special general meeting must be held within 3 months after the secretary—
 - (i) is directed to call the meeting by the committee; or
 - (ii) is given the written request mentioned in rule 7(10)(a)(ii).
- (d) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

(11) Proxies

- (a) An instrument appointing a proxy must be in writing and be in the form as provided in Appendix 1.
- (b) The instrument appointing a proxy must—
 - (i) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - (ii) if the appointor is a corporation—
 - (A) be under seal; or
 - (B) be signed by a properly authorised officer or attorney of the corporation.
- (c) A proxy may be a member of SRG or another person.
- (d) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

- (e) 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.
- (f) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.
- (g) If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the form as provided in Appendix 2.

(12) Minutes of General Meetings

- (a) 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.
- (b) To ensure the accuracy of the minutes—
 - (i) 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
 - (ii) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of SRG that is a general meeting or annual general meeting, verifying their accuracy.
- (c) If asked by a member of SRG, the secretary must, within 28 days after the request is made—
 - (i) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (ii) give the member copies of the minutes of the meeting.
- (d) SRG may require the member to pay the reasonable costs of providing copies of the minutes.

8 BY-LAWS

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

9 ALTERATION OF RULES

- (a) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (b) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

10 FINANCES

(1) Funds and Accounts

- (a) The funds of SRG must be kept in an account in the name of SRG in a financial institution decided by the committee.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of SRG.

- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) A payment by SRG of \$100 or more must be made by cheque or electronic funds transfer.
- (e) Subject to rule 10(1)(f), if a payment of \$100 or more is made by cheque, the cheque must be signed by any two (2) of the following—
 - (i) the president;
 - (ii) the secretary;
 - (iii) the treasurer; or
 - (iv) any one (1) of three (3) other members of SRG who have been authorised by the committee to sign cheques issued by SRG.
- (f) One (1) of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (g) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (h) A petty cash account must be kept on the imprest system, and the committee must decide the amount of petty cash to be kept in the account.
- (i) All expenditure must be approved or ratified at a committee meeting.

(2) General Financial Matters

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

(3) Documents

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

(4) Financial Year

The end date of SRG's financial year is 30 June in each year.

(5) Distribution of Surplus Assets to Another Entity

- (a) This rule applies if SRG—
 - (i) is wound-up under part 10 of the Act; and
 - (ii) has surplus assets.
- (b) The surplus assets must not be distributed among the members of SRG.
- (c) The surplus assets must be given to another entity—
 - (i) having objects similar to SRG's objects; and
 - (ii) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (d) In this rule— surplus assets see section 92(3) of the Act.

APPENDIX 1 – PROXY FORM (GENERAL)

SPRINGFIELD RUNNERS GROUP – PROXY FORM (GENERAL)	
I _____ (Name of Financial Member)	of _____ (Address of Financial Member),
being an SRG member, appoint _____ (Name of Proxy)	
of _____ (Address of Proxy)	
as my proxy to vote for me, on my behalf, at the SRG (*Annual/Special) General Meeting, to be held on the _____ day of _____, 2018 (Date (st, nd, rd, th)) (Month) (Year)	
and at any adjournment of the meeting.	
Signed this _____ day of _____, 2018 (Date (st, nd, rd, th)) (Month) (Year)	
Signature of Financial Member: _____	

APPENDIX 2 – PROXY VOTING FORM (RESOLUTIONS)

SPRINGFIELD RUNNERS GROUP – PROXY FORM (RESOLUTIONS)	
I _____ of _____ , <div style="text-align: center; font-size: small; margin-top: -10px;">(Name of Financial Member) (Address of Financial Member)</div>	
being an SRG member, appoint _____ <div style="text-align: center; font-size: small; margin-top: -10px;">(Name of Proxy)</div>	
of _____ <div style="text-align: center; font-size: small; margin-top: -10px;">(Address of Proxy)</div>	
as my proxy to vote for me, on my behalf, at the SRG (*Annual/Special) General Meeting, to be held on the _____ day of _____ , 2018 <div style="text-align: center; font-size: small; margin-top: -10px;">(Date (st, nd, rd, th)) (Month) (Year)</div>	
and at any adjournment of the meeting.	
Signed this _____ day of _____ , 2018 <div style="text-align: center; font-size: small; margin-top: -10px;">(Date (st, nd, rd, th)) (Month) (Year)</div>	
Signature of Financial Member: _____	
This proxy form is to be used to vote as follows for the following resolutions:	
Resolution	Vote (*In favour / Against)
1	
2	
3	
4	
5	
6	
7	