



**DrillDance  
Queensland  
Incorporated**

**CONSTITUTION**

## Contents

<b>1</b>	<b>General Terms &amp; Procedures</b> .....	<b>4</b>
1.1	Preamble .....	4
1.2	Title.....	4
1.3	Headquarters .....	4
1.4	Colours .....	4
1.5	Non-political.....	4
1.6	Interpretations .....	4
1.7	Objects .....	4
1.8	The Association .....	5
1.9	Interpretation of Rules.....	5
1.10	Alteration to Rules .....	5
1.11	Management.....	5
1.12	State Board of Management.....	6
1.13	Officials.....	6
1.14	Election of State Board of Management.....	6
1.15	Vacancy on Board of Management.....	6
1.16	Powers of the State Board of Management .....	7
1.17	Payment of Accounts .....	7
1.18	Inspection of Books.....	7
1.19	Custody of Books and Other Documents.....	7
1.20	Financial Year .....	8
1.21	Source of Funds.....	8
1.22	Insurance.....	8
1.23	Auditor .....	8
1.24	Banking.....	8
1.25	Common Seal .....	8
1.26	Indemnity .....	8
1.27	Dissolution and Legal .....	8
<b>2</b>	<b>Membership</b> .....	<b>9</b>
2.1	Ordinary Membership.....	9
2.2	Life Membership .....	9
2.3	Affiliation.....	10
2.4	Resignations .....	11
2.5	Expulsion and/or Suspension .....	11
2.6	Appeals.....	11

2.7	Voting .....	11
2.8	Voting Eligibility.....	12
2.9	Subscriptions .....	12
<b>3</b>	<b>Meetings .....</b>	<b>13</b>
3.1	State Annual General Meeting.....	13
3.2	Powers of the State Annual General Meeting .....	13
3.3	Proposals for State Annual General Meeting .....	13
3.4	State Annual General Meeting Agenda.....	14
3.5	Annual General Meeting .....	14
3.6	Representation at State Annual General Meeting.....	14
3.7	Quorum .....	14
3.8	Special General Meetings.....	15
3.9	General Meetings.....	15
3.10	Procedure at Meetings.....	15
3.11	Notices of Meetings .....	15
3.12	Rules of Debate .....	15
3.13	Notices of Motion .....	15
3.14	Minutes .....	16
<b>4</b>	<b>Duties – POSITION Descriptions.....</b>	<b>16</b>

## 1 GENERAL TERMS & PROCEDURES

### 1.1 Preamble

DrillDance Queensland Incorporated is the only accredited organisation in Queensland granted authority by DrillDance Australia to promote and control all affairs connected with the sport of DrillDance in the said State. DrillDance Queensland Incorporated agrees to carry out its administration strictly within the Constitution, Rules and By-Laws of DrillDance Australia.

### 1.2 Title

The name of The Association is DrillDance Queensland Incorporated. (Affiliated with DrillDance Australia)

### 1.3 Headquarters

The Headquarters of The Association shall be in the city where the State Secretary resides, or as designated at the Annual General Meeting.

### 1.4 Colours

The Colours of The Association shall be Purple, Green and Black.

### 1.5 Non-political

The Association shall be non-political and non-sectarian.

### 1.6 Interpretations

In these rules unless the contrary intention appears, The Association, shall mean DrillDance Queensland Incorporated.

- **DDA** - Shall mean DrillDance Australia.
- **DDQ** - Shall mean DrillDance Queensland Incorporated.
- **DDQ Inc** – Shall mean DrillDance Queensland Incorporated
- **STATE ANNUAL GENERAL MEETING** – shall mean the body constituted as provided by these rules, which when in session is the supreme governing authority of The Association.
- **STATE BOARD OF MANAGEMENT** – shall mean the authority governing The Association (*during such period the State Annual General Meeting is not in session.*).
- **TEAM / CLUB** – shall mean affiliated Clubs of teams within the various towns and centres throughout a State.
- **MEMBER** – shall mean an ordinary or Life Member of The Association.
- **Board Member** – shall mean a person elected on the Board of Management.

Words importing to the masculine shall include the feminine gender. Words importing the singular shall include the plural and words importing the plural shall include the singular.

### 1.7 Objects

The principal objects of The Association are: -

1. To promote, encourage and control the sport of DrillDance in Queensland.
2. To adopt rules and conditions for competitions as outlined by the accepted current edition of the Manual of Precision Drills, Rules of Play and Manual of Welfare.
3. To lay down and adopt principles, standard Constitutions and other matters for the guidance of all Affiliated Clubs and Affiliated Teams.
4. To foster and encourage interstate visits and contests to or from Queensland by any Teams affiliated with DDA.

5. To affiliate with or cooperate with any organisation having any or all of the objects of the Association and with any other organisation where such affiliation or cooperation will be of benefit or assistance in the achievement of the objects of The Association.
6. To annually affiliate with DDA and to carry out all Rules, Regulations, By-Laws and directions of that organisation.
7. To co-operate with any Government Department, Educational or other Authority whose responsibility is to administer any act of Parliament or Regulation dealing with any of the objects of The Association.
8. To be the medium for the dissemination of information of interest to affiliated Teams and Clubs.
9. To do such lawful things as are incidental or conducive to the attainment of the said objects or any of them, in any part of the State of Queensland as may be expedient.
10. Each of the objects set out in rules (1) to (9) above, shall be and be construed as being a separate and independent object and no object shall be circumscribed or restricted in its interpretation of operation by reason of the provisions of any other object.

### **1.8 The Association**

The Association shall consist of Affiliated Clubs, Life Members and all financial members of The Association.

### **1.9 Interpretation of Rules**

In the case of any difficulty or difference of opinion as to the interpretation of any Rule, the State Board of Management shall decide the matter. Where however, such difference of opinion arises at a State Annual General Meeting the Chairperson shall have the right of adjudication thereon.

### **1.10 Alteration to Rules**

No alteration, amendment, addition to, or recession of the rules of The Association shall be made except:

1. By the State Annual General Meeting assembled in meeting, or Special General Meeting called for that purpose.
2. Subject to the provisions of The Association 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.
3. However, no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Chief Executive Officer of the Department administering the Act.
4. Such amendment must be carried by a three/fourth majority of the possible voting power attending the State Annual General Meeting/Special General Meeting, or special resolution carried at any General Meeting.
5. In the event of the State Annual General Meeting/Special General Meeting or General Meeting amending any rule or rules and after the rising of such meeting, it is found that the amended rules have affected such other rules, the State Board of Management shall appoint a Rules Committee to make recommendation as to any amendments deemed necessary. Such recommendation to be put before the State Board of Management and subsequent alterations are binding on a simple majority vote of the State Board of Management.
6. Each affiliated Team/Club, shall be entitled to all rights and privileges of The Association, and shall at all times conform to the Rules and By-Laws of The Association or any amendment thereof. No Rule or By-Law shall be adopted by an affiliated Team/Club which is repugnant to the Rules and By-Laws of The Association or any amendment thereof.

### **1.11 Management**

The Management of The Association shall be vested in:

1. The State Annual General Meeting
2. The State Board of Management

### **1.12 State Board of Management**

1. The State Board of Management of The Association shall consist of the following Board of Management:-
  - a) State President
  - b) State Secretary
  - c) State Treasurer
  - d) State Technical Director
  - e) State Development Director
2. No member shall hold more than one (1) position on the State Board of Management at any one time with the exception of (*Rule 1.15 (1)*).
3. The general government of The Association, subject to the directive of the State Annual General Meeting shall be vested in the State Board of Management.
4. The State Board of Management shall meet once a month to deal with the business of The Association. Further meetings of the State Board of Management may be held if required.
5. All members of the State Board of Management shall have the right to speak on any matter arising at any meeting and shall be permitted to join in the debate.
6. Between State Board of Management meetings, should the State Secretary so decide that urgent matters require the Board of Management decision, Board members will be contacted and any decision so reached by this means must be confirmed at the next State Board of Management Meeting.
7. State Board of Management members elected in that year shall take office at the conclusion of the Annual General Meeting.
8. Voting at the Board of Management Meetings shall be in accordance with (*Rule 2.8.2*).

### **1.13 Officials**

The State Board of Management may appoint additional officers as the need arises. Duties of such officers to be circularised to all members, and shall be appointed annually at the Annual General Meeting.

### **1.14 Election of State Board of Management**

1. The election for Board of Management shall be by ballot and at each such election the count of ballots shall be made public and the number of votes recorded for each nominee shall be entered in the minutes.
2. Nominations for the Board of Management will be accepted from any member who is a financial member in accordance to (*Rule 2.1*).
3. Nominations for each position of elected office, signed by the nominator and by the nominee, shall be in the hands of the State Secretary two (2) months before the Annual General Meeting, together with a short history of the nominee.
4. Holders of elected office must advise the State Secretary of their intention or non-intention to stand for re-election, prior to the notice calling for agenda items (*Rule 3.3*) is issued.
5. Voting shall be in accordance with (*Rule 2.7*).

### **1.15 Vacancy on Board of Management**

1. The state board of Management shall be empowered to fill any vacancies until the next state Annual General Meeting.
2. A person appointed to fill a vacancy under (1) shall hold office for the un-expired term of office of the Board Member being replaced.

### 1.16 Powers of the State Board of Management

The Governing Body of The Association shall, when the State Annual General Meeting is not in session, be the State Board of Management, who recognises correspondences from affiliated Team/Clubs and Independent Members.

1. Shall have the power to appoint subcommittees and dissolve them at its discretion.
2. To lay down principles and to issue information for the guidance of affiliated Team/Clubs and Independent Members.
3. To carry out the direction of the State Annual General Meeting and any other meeting in the name of The Association.
4. To make all decisions with regard to any matter concerning the interest and welfare of The Association between State Annual General Meetings.
5. To suspend or expel, discipline or de-register any team or individual for any action detrimental to the interests and welfare of The Association and report same to the next State Annual General Meeting for approval or otherwise.
6. To do such other acts within the powers of The Association as may be deemed necessary except the powers to amend or rescind the Constitution Rules of The Association.
7. To call a Special General Meeting of any affiliated Team/Club where gross mismanagement and acts contrary to the Constitution have occurred. Such Special Meeting can be called on notice of twenty-one (21) days and quorum of such meetings shall be as per relevant affiliated Team/Clubs constitution. All decisions of this meeting shall be final and binding to the affiliated Team/Club.
8. To amend or rescind any By-Laws of The Association and report same to the next State Annual General Meeting for approval or otherwise.
9. Each Board member is empowered to vote on any matter brought before the State Board of Management.
10. To call Special General Meetings of The Association when required.
11. The State Board of Management may at its discretion decline to grant or delay the granting of any application of affiliation, or membership without giving the applicant any reason on its action or decision, thus action to be confirmed or otherwise at the next State Annual General Meeting.
12. To invest moneys of The Association held by the State Board of Management not immediately required for the purpose of The Association and to vary and release any such investment, as it deems fit.
13. Shall initiate and develop a marketing and promotional program suitable to all members of The Association.

### 1.17 Payment of Accounts

No money shall be withdrawn from the funds of The Association except by cheque or Electronic Funds Transfer signed by any of the following Board members namely: -

- The State President,
- The State Secretary,
- Or as appointed,
- *and countersigned by the State Treasurer*

### 1.18 Inspection of Books

The books and papers of The Association, and any affiliated Team/Club shall be open at all reasonable times for inspection by an authorised officer of the Board of Management but no such inspection shall be made except by resolution of the Board of Management.

### 1.19 Custody of Books and Other Documents

Except as otherwise provided for in these rules, the State Secretary shall keep in her/his custody, or under her/his control, all books, documents and securities of The Association. All financial books of the Association will be kept by the State Treasurer for the current year only.

### **1.20 Financial Year**

1. The financial year of The Association shall end on 31 December of each year.
2. At this time the books of The Association will be supplied to a nominated person (*Rule 1.23*) for auditing.
3. All affiliation fees will be due and payable by 1 September of each year.
4. The State Treasurer at each Annual General Meeting shall present an up to date, full and concise Balance Sheet.

### **1.21 Source of Funds**

1. The funds of The Association shall be derived from the Annual fees, Subscriptions and such other sources, as the Board of Management may deem satisfactory to the purpose of The Association.
2. The income and property of The Association whence so ever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers.

### **1.22 Insurance**

All affiliated Teams and Members of The Association must contribute to all Insurance Policies as arranged by DrillDance Australia, or DrillDance Queensland Incorporated.

### **1.23 Auditor**

An Auditor, whose qualifications are accepted by the Department of Fair Trading, shall be appointed at the Annual General Meeting and shall carry out an audit of The Association funds at the 31 December of each calendar year or as directed.

### **1.24 Banking**

The State Treasurer shall (within (7) days of receipt), bank all monies paid to him/her, to the credit of The Association, with such bank approved by The Association.

### **1.25 Common Seal**

The common seal shall not be affixed to any instrument except by the authority of the Board of Management and the signatures of two (2) members of the Board of Management shall attest the affixing of the common seal. The State Secretary shall have custody of the common seal of The Association.

### **1.26 Indemnity**

All officers of the State Board of Management shall at all times be indemnified for any action taken in the execution and discharge of their trust and offices, provided such action was in the lawful execution of their duties.

### **1.27 Dissolution and Legal**

1. If for any reason, members decide to dissolve (*at a special meeting called for that purpose*) The Association, any action shall require a three-fourths majority vote of members present at that meeting and eligible to vote. Upon dissolution, all assets and funds on hand shall, after payment of all expenses and liabilities, be handed over to any organisation having similar objectives.
2. In all matters concerning the activities of The Association, the appropriate Associations Incorporation Act shall govern procedure at that time.



## 2 MEMBERSHIP

### 2.1 Ordinary Membership

1. All members of the sport of DrillDance will be registered members of The Association and through DDQ with DDA.
2. To maintain continuity of service completed registration forms and membership fees shall be in the hands of the State Registrar no later than the date set down by the governing body.
3. There shall be the following classes of ordinary membership of The Association;
  - a) Team Member
  - b) Coach
  - c) Coordinator / Team Manager
  - d) Associate Member
  - e) Supporter (non-competitive) member
4. Notwithstanding the above rules, members will be responsible for ensuring any/all directives pertaining to registration from the Federal Board of Management are adhered to.
5. All applications for Team membership, together with the prescribed fee, shall be made through an affiliated Club to DDQ.
6. All applications for non-team membership, together with the prescribed fee may be made directly to DDQ and shall, including Life Members, be issued with standard identification of membership as determined from time to time by the Federal Board of Management.
7. The annual fee shall be determined at the Annual General Meeting.
8. Office bearers of State Clubs and Teams shall, if not registered Team members, be required to become Associate members of both The Association and DDA.

### 2.2 Life Membership

The State Board of Management may elect any member to Life Membership, providing the following rules are complied with:

1. The members nominated have proved by their conduct to be a valued and worthy acquisition to The Association and have rendered exceptional service & be of sterling character to the benefit of The Association as a whole.
2. Such person to have had not less than 12 year's continuous membership.
3. Each affiliated Club is entitled to nominate one person each year and State Board of Management at its discretion may nominate one person each year. Each affiliated Club shall provide the history of each nominated Life Member to the State Secretary.
4. Closing date for the nominations to be received by the State Secretary no later than 31 December each calendar year. The number of Life Members approved in any one year is limited to two (2).
5. A registered Life Member shall be entitled to all rights, voting eligibility, privileges and benefits of The Association accorded to an ordinary member.
6. Shall enjoy free entry to State Championships, to pay no fees to The Association and may attend all Association meetings and speak upon invitation by the Chairperson.

## 2.3 Affiliation

### 1. Teams/Clubs

- a) Affiliated Teams/Clubs may form in any part of the State, and in the case of a new Team being formed, The Association shall appoint a member to act as Liaison Officer with such Team.
  - b) All funds within the newly formed Club shall be banked in the DDQ banking account and placed in credit to the Club concerned, until a period of six (6) calendar months has lapsed, the affiliation fee has been paid and the new Club proves viability.
  - c) All Team/ Clubs affiliated with The Association shall comply in full with the provisions applicable to the operation of Team/ Clubs contained in the Constitution Rules and By-Laws of The Association.
  - d) Affiliated Teams consist of General Members, and Coordinator/s (*with the exception of Masters Teams*) if desired.
  - e) Affiliated Masters Teams consist of General Members and a Manager.
  - f) No affiliation will be accepted from a Team that does not list a Coordinator/Manager and at least two (2) DrillDance members on the team registration form.
  - g) All affiliated Team/Clubs may frame their own Rules and By-Laws, which shall be submitted to The Association for approval within two (2) months of the adoption of this Constitution or within two (2) months of the formation of such Team Club.
  - h) An affiliated Team/Club may adopt any existing set of By-Laws, or draw up new Rules for Team Administration provided always that such Rules shall NOT be contrary to the Constitution and Rules of The Association or that of DDA which shall, in the event of and to the extent of any inconsistency prevail over any rule made by an affiliated Team/ Club.
  - i) Each affiliated Team/ Club shall have the right, at all times to manage its own affairs and its finances with the exception of 2.3.1(B)
  - j) Teams must form themselves into Clubs, provided that the rights and provisions expressed in *Rule 2.3.1 (a)* are always observed. All communication shall be between the affiliated Team, affiliated Club and The Association.
  - k) Each affiliated Team/ Club or any member shall have the right of appeal to the Federal Annual General Meeting on any matter in dispute when the aggrieved party has not been granted a hearing or is not satisfied with the ruling up to and including the Federal Board of Management. In all cases of appeals a copy of such intention must be sent to The Association.
  - l) At the discretion of the Board of Management, affiliation may be accepted from a Club who does not register a team during a season. The affiliation will be reviewed after a period of twelve (12) months when the rules for closure of a Club without a team/teams may then apply.
  - m) Each affiliated Team/ Club or any member shall be responsible to The Association and DDA.
  - n) Each affiliate Team/Club shall forward to The Association a copy of the Minutes from all meetings not later than two (2) weeks after said meeting. On a quarterly basis, a bank reconciliation will be provided together with a copy of the Bank Statement from the official financial institution.
2. To affiliate with The Association, all Team/Clubs must abide by the rules and regulations as minuted at all meetings of The Association.
  3. Affiliated Clubs shall retain Club rights at the discretion of the State Annual General Meeting.

## 2.4 Resignations

1. Unless otherwise provided for in the Constitution Rules, a Board Member/Person may resign or withdraw from office on the State Board of Management of The Association by notice in writing to the State Secretary.
2. All property belonging to, or fees and levies owing to, The Association or affiliated Team/Club will be returned/paid within two (2) weeks' notice of resignation.

## 2.5 Expulsion and/or Suspension

1. When an allegation is made in writing to The Association, that a member is guilty of the violation of any rule or resolution of The Association, or any conduct unbecoming a member, or subversive to The Association, twenty-one (21) days' notice shall be given in writing to such member to attend a meeting of The Association specially called to deal with such charge. Such notice shall be served on the member by pre-paid registered post.
2. Where the State Board of Management initiates such action, the matter is referred to the Committee of the Teams Club to which the member belongs, for an investigation of the charge. Such Committee shall report the result of the investigation to the State Board of Management and make recommendations in respect thereof. The State Board of Management shall take into consideration such recommendation in coming to its final decision.
3. At the special meeting of the Committee of the Team/Club, the Committee shall hear such evidence in support of the charge, as it may deem relevant or sufficient. The member charged shall have the right to give evidence and call witnesses and to offer any explanation either orally or in writing.
4. Dependent on the nature of the charge and taking into consideration all reports and recommendations, the State Association may reprimand or suspend the member concerned for a period not exceeding twelve (12) months or may expel the member from The Association. Results of any reprimand, suspension, or expulsion, of any member to be notified to the Federal Board of Management within fourteen (14) days of the finding.

## 2.6 Appeals

1. Any person so reprimanded, expelled or suspended by the State Association may appeal to the Federal Board of Management by forwarding written notice of the appeal within fourteen (14) days of the reprimand, expulsion or suspension. Such notice to be forwarded through the member's State Club.
2. Any person has further right of appeal to the Federal Annual General Meeting. The decision of the Federal Annual General Meeting will be final and conclusive.

## 2.7 Voting

1. The mode of voting at any General meeting shall be by voice or by show of hands, as determined by the chairperson.
2. A member may request that a vote is taken by ballot and in that case, the vote shall be so taken.
3. Proxy Voting – AGM ONLY
  - a) A delegate may under extenuating circumstances hold a proxy for the voting rights of a Team/ Independent member, Board member, Official or Associate Member at any general meeting at which they are entitled to vote.
  - b) Team members may under extenuating circumstances give their written proxy to a delegate who may exercise the voting rights of more than one Team member, provided the Team members are associated in some formal way within the same affiliated club.
  - c) The written proxies referred to in above rule (b) must be in the hands of the State Secretary at least seven (7) days prior to the Meeting concerned.
  - d) Proxy voting is not available for the election of Management positions or Officials
4. Postal Voting  
The mode of postal voting at any Annual General Meeting, for the election of Board members and Officials must be conducted as follows:-
  - a) A returning officer shall be appointed by the State Executive, prior to the Annual/Special General Meeting to

supervise the election.

- b) Two (2) scrutineers shall be appointed at the Annual/Special General Meeting.
  - c) Voting shall be on a prescribed voting ballot paper, initialled by the returning officer. Nominees for each position shall be listed at random. The returning officer, by ballot, will determine the order of listing.
  - d) Any member may request in writing of the returning officer, a postal vote. The returning officer having ascertained the member meets all criteria as prescribed in *Rule 2.1.1*, shall forward the postal vote and a voting procedure form to the member who shall return the completed ballot paper in the envelope provided for this purpose, to the returning officer.
  - e) The closing time for postal votes shall be by 5pm on the last working day prior to the scheduled Annual/Special General Meeting.
  - f) Members attending the Annual/Special General Meeting who meet the criteria as prescribed in *Rule 2.1.1*, may obtain a ballot paper from the Returning Officer who shall be available thirty (30) minutes prior to the advertised starting time of the Annual/Special General Meeting.
  - g) Voting shall close fifteen (15) minutes after the advertised time for the commencement of the Annual/Special General Meeting.
  - h) The returning Officer in the presence of the two (2) scrutineers shall open the prescribed envelope containing the ballot papers after the close of the ballot.
  - i) All ballot papers will be destroyed by the returning officer at the completion of the meeting.
5. The declaration of the chairperson that the vote has been “carried” or “lost” shall be final.
  6. No proxy voting will be accepted for election of Board of Management.

## 2.8 Voting Eligibility

1. Annual/Special General Meetings:
  - a) Each member present shall be entitled to one (1) vote.
  - b) All members must be financial for a period of three (3) months prior to the date of the Annual/Special General Meeting. The payment of this fee at this time, making the member eligible to be a financial voting person at the Annual /Special General Meeting.
2. Board of Management Meetings:

Each Board member shall be entitled to one (1) vote. In the event of an equality of votes, the President shall have a second or casting vote, which must be cast to maintain the Status Quo.
3. General Meetings:

Voting at General Meetings shall be one (1) vote per registered member in attendance at the meeting.

## 2.9 Subscriptions

1. The Annual fees for The Association shall be presented at the State Annual General Meeting, and for the purpose of this paragraph the year shall be deemed to commence on the 1<sup>st</sup> July of each year.
2. Such portion of fees payable to DDA will be forwarded to the Federal Finance Director, not later than one (1) month after registration being completed by The Association.
3. Teams must have paid their Annual Subscriptions accompanied by a completed Form and be in the hands of the Federal Finance Director by the nominated date each year to be eligible to compete in the Australian Championships, but may register anytime in the season.

### 3 MEETINGS

#### 3.1 State Annual General Meeting

The State Annual General Meeting, whilst in session, shall be the supreme governing body of The Association.

And:-

- (a) Shall meet during the month of June each year.
- (b) Shall meet at a venue arranged by the State Board of Management.

#### 3.2 Powers of the State Annual General Meeting

The State Annual General Meeting shall have the following powers: -

1. To direct the policy of The Association on all matters affecting the interests and welfare of the members and in accordance with the state Annual General Meeting Agenda as hereafter provided.
2. To make, amend and/or rescind the Constitution Rules and By-Laws of The Association.
3. To elect the members of the State Board of Management, who shall be elected to office for a two (2) year term as follows:

Three (3) members of the State Board of Management namely:

- President
- State Treasurer
- State Technical Director

Will be elected for the first two-year (2) term, and thereafter every two years (2).

The other two (2) members of the State Board of Management namely:

- State Secretary
- Development Director

Will be elected for the second two-year (2) term, and thereafter every two years (2).

4. To elect/appoint members of the State Officials who shall be elected/appointed to office for a one (1) year term.
5. To appoint any committee it may deem necessary or desirable and dissolve such committee at its discretion.
6. To appoint any person whose services may be deemed necessary for purposes of The Association and to suspend or discharge any such persons and to fix the remuneration, if any, to be paid for their services.
7. To take on, lease or otherwise obtain any office or building for the purpose of The Association.
8. To pay charges and expenses incidental to the promotion of the affairs of The Association.
9. To appoint or remove the general Trustees of whom there shall be three, namely, State President, State Secretary and State Treasurer. All property of The Association shall be vested in the Trustees.
10. Endorse the actions of the State Board of Management taken within the immediate pre-ceding twelve (12) month period.

#### 3.3 Proposals for State Annual General Meeting

Each Board member, Official, affiliated Team/Club Secretary, Independent member and whereby written request Life Member, must be notified of the date of the State Annual General Meeting at least three (3) months in advance. All matters proposed to be dealt with at the meeting shall be forwarded to the State Secretary not later than two (2) months prior to the date of such meeting.

Such matters may be put forward by:

- (a) State Board of Management
- (b) Affiliated Teams/ Clubs
- (c) Independent Members
- (d) Life Members

### 3.4 State Annual General Meeting Agenda

1. Business of the State Annual General Meeting shall be as follows, but not necessarily in this order:-
  - a) To confirm the Minutes of the previous State Annual General Meeting.
  - b) Endorse the actions of the State Board of Management
  - c) To receive and adopt reports from State Board of Management and the Annual Audited Statement.
  - d) Approval of any amendments or recessions of By-Laws made by the State Board of Management.
  - e) To deal with correspondence relating to the Annual General Meeting.
  - f) To consider Notices of Motion.
  - g) To endorse Life Membership and Service Awards presented at the State Titles.
  - h) (a) To propose a calendar and venue for local and State Championships.  
(b) To propose a calendar of general meeting dates
  - i) Special General Business.
  - j) Election/Appointment of State Board of Management members whose term of office expires that year.
  - k) To decide all annual fees.
  - l) Honorariums.
  - m) General Business pertaining to the Annual General Meeting.
  - n) To appoint an Auditor or person whose qualifications are accepted by the Dept of Fair Trading, who shall be responsible to audit the books of The Association and shall prepare a report on the financial transactions and financial affairs of the year's trading.
2. All business for inclusion in the agenda of the State Annual General Meeting, which is not in the hands of the State Secretary by the advertised closing date will not be accepted for inclusion in such agenda, unless due to exceptional circumstances and the State Annual General Meeting rules otherwise.

### 3.5 Annual General Meeting

The Annual General Meeting papers shall be prepared from the whole of the proposals received by the State Secretary. Copies shall be forwarded to the respective Board member, Officials, Team/Club Secretaries, Independent Members, and whereby written request, Life Members, not less than one (1) month prior to the State Annual General Meeting.

### 3.6 Representation at State Annual General Meeting

1. All registered members of The Association, (including Life Members) shall have the right to speak on any matters arising at that Meeting and shall be permitted to join in the debate.
2. Voting shall be in accordance with *Rule 2.7*.

### 3.7 Quorum

1. Annual/Special General Meetings:
  - a) The quorum shall be twenty (15) persons of voting eligibility.
2. Board of Management Meetings:
  - a) The quorum shall be simple majority.
3. General Meetings:
  - a) The quorum shall be double the Board of Management plus one (11).

### 3.8 Special General Meetings

1. The State Board of Management may at its discretion call a Special General Meeting.
2. A Member may request a Special General Meeting by written request with explanation. A decision will be made by the Board of Management if agreeable.
3. No business other than that stated on the notice paper calling the meeting shall be transacted except with the consent of a three/fourth majority of the voting power, present at the Meeting.
4. Twenty-one (21) days' notice shall be given to the State Board of Management, Affiliated Team/ Clubs and Members of the intention to call a Special General Meeting. Such notice must contain an Agenda of business to be transacted.
5. All registered members of The Association shall have the right to speak on any matter arising at that meeting and shall be permitted to join in the debate.
3. Voting shall be in accordance with *Rule 2.7*.

### 3.9 General Meetings

1. General Meetings shall be held at least quarterly.
6. All registered members of The Association shall have the right to speak on any matter arising at that meeting and shall be permitted to join in the debate.
4. Voting shall be in accordance with *Rule 2.7*.

### 3.10 Procedure at Meetings

1. No business is to be transacted at any meeting unless a quorum is present. If within half an hour of the time appointed for the meeting a quorum is not present, then the meeting shall be rescheduled to a following time and venue. Unless the meeting was a Special General Meeting, in which case the meeting lapses.
2. At every meeting of The Association, the President shall preside.
3. If the President is absent from a meeting one of the members of the Board of Management shall preside.
4. At every meeting of The Association, in the event of an equality of votes, the person presiding may exercise a second or casting vote, such casting vote to be cast in favour of "Status Quo".

### 3.11 Notices of Meetings

The State Secretary shall draw up an agenda for all meetings, list all correspondence, Notices of Motions, remits, items of general business, and table same at all meetings for the Board of Management and members.

### 3.12 Rules of Debate

After a motion or amendment has been moved and seconded, debate may ensue and each member attending the meeting shall be permitted to speak for or against the motion or amendment with the mover to have the final right of reply.

### 3.13 Notices of Motion

All notices of motion for inclusion in the agenda and relating to the Constitution Rules or By-laws, must clearly show page number, rule, clause or By-Law number, paragraph and the number for ease of reference and must include a full explanation of the motion with reasons for submission.

### 3.14 Minutes

1. One copy of all State Association minutes shall be forwarded to the Federal President and the Federal Executive Director, Management Members, Officials and affiliated Team/Clubs within twenty-one (21) days of the respective meeting.
2. The State Secretary shall keep full and accurate minutes of all questions, matters, resolutions and other proceedings of every Annual/Special/General meeting, Board of Management Meeting to be entered in a book, together with a record of names of persons present at such meetings.
3. The minute's book to be open for inspection at all reasonable times for any financial member who previously applies to the State Secretary for that inspection.
4. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Board of Management Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next Board of Management meeting verifying their accuracy.
5. Similarly, the minutes of every General Meeting, shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting.
6. However, the minutes of any Annual/Special General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Annual/Special General meeting or General Meeting.
7. Where any ruling given as a minuted decision passed at a constitutional meeting of The Association, pertains to or affects any rule of the constitution of The Association, the State Secretary shall submit same to the next State Annual General Meeting in the form of a Notice of Motion for inclusion in The Association Constitution.

## 4 DUTIES – POSITION DESCRIPTIONS

All Board Member Position Descriptions and Duties are detailed under Policy & Procedure DDQ11 and reviewed and adopted at every Annual General Meeting of The Association.

### SIGNED ON BEHALF OF DRILLDANCE QUEENSLAND INCORPORATED

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**PRESIDENT**

**STATE SECRETARY**

*(Common seal to be used on original documents)*