

CONSTITUTION OF THE
SUNSHINE COAST AMATEUR RADIO CLUB

Inc.



1 INTERPRETATION	4
2 NAME	4
3 OBJECTS	4
4 POWERS	4
5 CLASSES OF MEMBERS.	4
6 AUTOMATIC MEMBERSHIP	5
7 NEW MEMBERSHIP	5
8 MEMBERSHIP FEES.....	5
9 ADMISSION AND REJECTION OF NEW MEMBERS	6
10 WHEN MEMBERSHIP ENDS	6
11 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP.....	6
12 GENERAL MEETING TO DECIDE APPEAL	7
13 REGISTER OF MEMBERS.....	7
14 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS	7
15 APPOINTMENT OR ELECTION OF SECRETARY	8
16 REMOVAL OF SECRETARY.....	8
17 FUNCTIONS OF SECRETARY.....	8
18 MEMBERSHIP OF MANAGEMENT COMMITTEE	9
19 ELECTING THE MANAGEMENT COMMITTEE.....	9
20 RESIGNATION, REMOVAL OR VACATION OF OFFICE OF MANAGEMENT COMMITTEE MEMBER	9
21 VACANCIES ON MANAGEMENT COMMITTEE	10
22 FUNCTIONS OF MANAGEMENT COMMITTEE	10
23 MEETINGS OF MANAGEMENT COMMITTEE.....	11
24 QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETING	11
25 SPECIAL MEETING OF MANAGEMENT COMMITTEE	12
26 MINUTES OF MANAGEMENT COMMITTEE MEETINGS.....	12
27 APPOINTMENT OF SUBCOMMITTEES	12
28 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS	12
29 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING	13
30 FIRST ANNUAL GENERAL MEETING	13
31 SUBSEQUENT ANNUAL GENERAL MEETINGS	13
32 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF LEVEL 1 INCORPORATED CLUBS AND PARTICULAR	13
33 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 2 INCORPORATED CLUBS.....	13
34 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING OF OTHER LEVEL 3 INCORPORATED CLUBS.....	14
35 NOTICE OF GENERAL MEETING.....	14
36 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING.....	14
37 PROCEDURE AT GENERAL MEETING.....	15
38 VOTING AT GENERAL MEETING	15
39 SPECIAL GENERAL MEETING	15
40 PROXIES	17
41 MINUTES OF GENERAL MEETINGS.....	19
42 BY-LAWS	19
43 ALTERATION OF RULES.....	19
44 COMMON SEAL	19
45 FUNDS AND ACCOUNTS.....	19
46 GENERAL FINANCIAL MATTERS.....	20
47 DOCUMENTS	20
48 FINANCIAL YEAR	20
49 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY	20
BY-LAWS OF THE CONSTITUTION OF THE SUNSHINE COAST AMATEUR RADIO CLUB INC	21

SCARC AWARDS.....	23
<i>Ken Wilford Trophy</i>	23
<i>Homebrew Award</i>	23
<i>SCARC Outstanding Contribution Award</i>	23

1 Interpretation

(1) In these rules—

Act means the *Clubs Incorporation Act 1981*.

present—

- a. at a management committee meeting, see rule 23(6); or
- b. at a general meeting, see rule 37(2).

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Name

The name of the incorporated Club is **SUNSHINE COAST AMATEUR RADIO CLUB Inc (in these rules called 'the Club')**.

3 Objects

The objects for which the Club is established are;

1. To promote fellowship in the common interest of electronic communication.
2. To operate Amateur Radio Stations as authorised under the Radio Communications Act currently in force in order to transmit any mode that the Club deems applicable.
3. To educate members in electronic and associated theory, and to encourage good operating practices in all electronic communication.
4. To conduct experiments in all fares of electronic communications.
5. To subscribe to and/or purchase publications to improve the technical and operational standards of members, regarding electronic communications and to provide information exchange facilities.
6. To hold meetings and lectures to pursue the above objects.

4 Powers

(1) The Club has the powers of an individual.

(2) The Club may, for example—

- a. enter into contracts; and
- b. acquire, hold, deal with and dispose of property; and
- c. make charges for services and facilities it supplies; and
- d. do other things necessary or convenient to be done in carrying out its affairs.

(3) The Club may take over the funds and other assets and liabilities of the present unincorporated Club known as The Sunshine Coast Amateur Radio Club Inc.

(4) The Club may also issue secured and unsecured notes, debentures and debenture stock for the Club.

5 Classes of members.

The membership of the club shall consist of full members and any of the following classes of members.

*Full members

Full membership may be granted to persons holding a valid amateur radio station license.

***Social members**

Social membership may be granted to persons not holding a valid amateur radio station license. Social members will only receive club publications electronically.

***Life members**

Life membership may be granted to any person who in the opinion of the management committee, has contributed to the furtherance of the goals and aspirations of Amateur Radio in an outstanding manner.

***Honorary members**

Honorary membership may be extended to visiting dignitaries or local persons of influence as may be recommended by the Management Committee from time to time.

1. The number of all classes of membership shall be unlimited.
2. Only financial full members have voting rights.

6 Automatic Membership

A person who, on the day the Club is incorporated, was a member of the unincorporated Club and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated Club, must be admitted by the management committee –

- a. to the equivalent class of membership of the Club as the member held in the unincorporated Club; or
- b. if there is no equivalent class of membership—as an ordinary member.

7 New membership

1. An applicant for membership of the Club must be proposed by 1 member of the Club (the **proposer**) and seconded by another member (the **seconder**).
2. An application for membership must be—
 - a. in writing, or other method approved by the management committee; and
 - b. signed by the applicant and the applicant’s proposer and seconder; and
 - c. in the form decided by the management committee.

8 Membership fees

- (1) The membership fee for each ordinary membership and for each other class of membership (if any)—
 - a. is the amount decided by the members from time to time at a general meeting; and
 - b. is payable when, and in the way, the management committee decides.

9 Admission and rejection of new members

- (1) The management committee must consider an application for membership at the next committee meeting held after it receives—
 - a. the application for membership; and
 - b. the appropriate membership fee for the application.
- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the Club, and before the management committee considers the person's application, the person is advised—
 - a. whether or not the Club has public liability insurance; and
 - b. if the Club has public liability insurance—the amount of the insurance.
- (3) The management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the Club must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

10 When membership ends

- (1) A member may resign from the Club by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - a. the time the notice is received by the secretary; or
 - b. if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a member's membership if the member—
 - a. is convicted of an indictable offence; or
 - b. does not comply with any of the provisions of these rules; or
 - c. has membership fees in arrears for at least 2 months; or
 - d. conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club. Refer to By-Law 12.
- (4) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

11 Appeal against rejection or termination of membership.

1.(a) A person who has their membership application rejected has no right of appeal.

(b) A person whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

(c) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

(d) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

12 General meeting to decide appeal

1. The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
2. At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
3. Also, the management committee and the members of the committee who terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.
4. An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
5. If a person does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.
6. A period of not less than 12 months must elapse from the date of the appeal before an application for membership from this person shall be considered.

13 Register of members

- (1) The management committee must keep a register of members of the Club.
- (2) The register must include the following particulars for each member—
 - a. the full name of the member;
 - b. the postal or residential address of the member;
 - c. the date of admission as a member;
 - d. the date of death or time of resignation of the member;
 - e. details about the termination or reinstatement of membership;
 - f. any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the Club at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the Club, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

14 Prohibition on use of information on register of members

- (1) A member of the Club must not—
 - a. use information obtained from the register of members of the Club to contact, or send material to, another member of the Club for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - b. 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 the

Club for the purpose of advertising for political, religious, charitable or commercial purposes.

- (2) Sub rule (1) does not apply if the use or disclosure of the information is approved by the Club.

15 Appointment or election of secretary

- (1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- a. a member of the Club elected by the Club as secretary; or
 - b. any of the following persons appointed by the management committee as secretary—
 - i. a member of the Club's management committee;
 - ii. another member of the Club;
 - iii. another person.
- (2) If the Club has not elected an interim officer as secretary for the Club before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the Club within 1 month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the Club within 1 month after the vacancy happens.
- (4) If the management committee appoints a person mentioned in sub rule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (5) However, if the management committee appoints a person mentioned in sub rule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (6) If the management committee appoints a person mentioned in sub rule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (7) In this rule — **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

16 Removal of secretary

1. The management committee of the Club may at any time remove a person appointed by the committee as the secretary.
2. If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(i), the person remains a member of the management committee.
3. If the management committee removes a secretary who is a person mentioned in rule 15(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 15(5), the person remains a member of the management committee.

17 Functions of secretary

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

- a. calling meetings of the Club, including preparing notices of a meeting and of the

business to be conducted at the meeting in consultation with the president of the Club;
and

- a. keeping minutes of each meeting; and
- b. keeping copies of all correspondence and other documents relating to the Club; and
- (d) Oversee the maintenance the register of members of the Club.

18 Membership of management committee

1. The management committee of the Club consists of a president, treasurer, and any other members the Club members elect at a general meeting.
2. A member of the management committee, other than a secretary appointed by the management committee under rule 15(1)(b)(iii), must be a member of the Club.
3. At each annual general meeting of the Club, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
4. A member of the Club may be appointed to a casual vacancy on the management committee under rule 21.

19 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
 - (a) any 2 members of the Club 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 Club 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.
- (2) 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.
- (3) A list of the candidate's 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 Club for at least 7 days immediately preceding the annual general meeting.
- (4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.
- (5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - a. whether or not the Club has public liability insurance; and
 - b. if the Club has public liability insurance—the amount of the insurance.

20 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.

- (2) The resignation takes effect at—
 - a. the time the notice is received by the secretary; or
 - b. if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the Club if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
 1. 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.
 2. A member has no right of appeal against the member’s removal from office under this rule.
 3. A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

21 Vacancies on management committee

1. If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Club to fill the vacancy until the next annual general meeting.
2. The continuing members of the management committee may act despite a casual vacancy on the management committee.
3. However, if the number of committee members is less than the number fixed under rule 24(1) as a quorum of the management committee, the continuing members may act only to—
 - a. increase the number of management committee members to the number required for a quorum; or
 - b. call a general meeting of the Club.

22 Functions of management committee

- (1) Subject to these rules or a resolution of the members of the Club carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the Club.
- (2) The management committee has authority to interpret the meaning of these rules and any matter relating to the Club 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 the Club’s rules are inconsistent with the Act—see section 1B of the Act.
- (3) The management committee may exercise the powers of the Club—
 - a. to borrow, raise or secure the payment of amounts in a way the members of the Club decide; and
 - b. to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Clubs property, both present and future; and
 - a. to purchase, redeem or pay off any securities issued; and
 - b. to borrow amounts from members and pay interest on the amounts borrowed; and
 - c. to mortgage or charge the whole or part of its property; and
 - d. to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club; and
 - e. to provide and pay off any securities issued; and
 - f. to invest in a way the members of the Club may from time to time decide.

- (4) For sub rule (3)(d), 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—
 - (a) the financial institution for the Club; or
 - (b) if there is more than 1 financial institution for the Club—the financial institution nominated by the management committee.

23 Meetings of management committee

1. Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
2. The management committee must meet at least once every 4 months to exercise its functions.
3. The management committee must decide how a meeting is to be called.
4. Notice of a meeting is to be given in the way decided by the management committee.
5. The management committee may hold meetings or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
6. A committee member who participates in the meeting as mentioned in sub rule (5) is taken to be present at the meeting.
7. 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.
8. A member of the management committee must not vote on a question about a contract or proposed contract with the Club 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.
9. The president is to preside as chairperson at a management committee meeting.
10. If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

24 Quorum for, and adjournment of, management committee meeting

- (1) At a management 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.
- (2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - a. the meeting is to be adjourned for at least 1 day; and
 - b. the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in sub rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

25 Special meeting of management committee

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

26 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.

27 Appointment of subcommittees

1. The management committee may appoint a subcommittee consisting of members of the Club considered appropriate by the committee to help with the conduct of the Clubs operations.
2. A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
3. A subcommittee may elect a chairperson of its meetings.
4. 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.
5. A subcommittee may meet and adjourn as it considers appropriate.
6. 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.

28 Acts not affected by defects or 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.

29 Resolutions of management committee without meeting

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

30 First annual general meeting

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

31 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 the Club's reportable financial year.

32 Business to be conducted at annual general meeting of level 1 incorporated Clubs and particular level 2 and 3 incorporated Clubs

(1) This rule applies only if the Club is—

- a. a level 1 incorporated Club; or
- b. a level 2 incorporated Club to which section 59 of the Act applies; or
- c. a level 3 incorporated Club to which section 59 of the Act applies.

(2) The following business must be conducted at each annual general meeting of the Club—

- a. receiving the Club's financial statement, and audit report, for the last reportable financial year;
- b. presenting the financial statement and audit report to the meeting for adoption;
- c. electing members of the management committee;
- d. for a level 1 incorporated Club—appointing an auditor or an accountant for the present financial year;
- e. for a level 2 incorporated Club, or a level 3 incorporated Club, to which section 59 of the Act applies—appointing an auditor, an accountant or an approved person for the present financial year.

33 Business to be conducted at annual general meeting of other level 2 incorporated Clubs

1. This rule applies only if the Club is a level 2 incorporated Club to which section 59A of the Act applies.
2. The following business must be conducted at each annual general meeting of the Club—
 - a. receiving the Club'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. appointing an auditor, an accountant or an approved person for the present financial year.

34 Business to be conducted at annual general meeting of other level 3 incorporated Clubs

1. This rule applies only if the Club is a level 3 incorporated Club to which section 59B of the Act applies.
2. The following business must be conducted at each annual general meeting of the Club—
 - a. receiving the Club'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.

35 Notice of general meeting

- (1) The secretary may call a general meeting of the Club.
- (2) The secretary must give at least 14 days' notice of the meeting to each member of the Club.
- (3) If the secretary is unable or unwilling to call the meeting, the president 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 must be given using the normal methods as determined by the club.
 - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
 - i. to terminate the person's membership of the Club;
 - ii. a meeting called to hear and decide a proposed special resolution of the Club.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

36 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the Club's last general meeting plus 1.
- (2) However, if all members of the Club are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (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 Club, 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 Club—
 - 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 under sub rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned 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.
- (9) 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.

37 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 sub rule (1) is taken to be present at the meeting.
3. At each general meeting—
 - a. the president is to preside as chairperson; and
 - b. 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
 - c. the chairperson must conduct the meeting in a proper and orderly way.

38 Voting at general meeting

1. 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.
2. 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.
3. 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.
4. The method of voting is to be decided by the management committee.
5. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
6. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
7. 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.

39 Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the Club notice of the meeting within 14 days after—
 - a. being directed to call the meeting by the management committee; or

- b. being given a written request signed by—
 - (i) at least 33% of the number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the Club equal to double the number of members of the Club on the management committee when the request is signed plus 1; or
 - c. being given a written notice of an intention to appeal against the decision of the management committee 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.
- (3) A special general meeting must be held within 3 months after the secretary—
- a. is directed to call the meeting by the management committee; or
 - b. is given the written request mentioned in sub rule (1)(b); or
 - c. is given the written notice of an intention to appeal mentioned in sub rule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

40 Proxies

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—

SUNSHINE COAST AMATEUR RADIO CLUB Inc

I, _____ of, _____
being _____

a member of the Club, appoint

of _____

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

the Club, to be held on the _____

day of _____

20____

and at any adjournment of the meeting.

Signed this _____
Signature

day of _____

20____

(2) The instrument appointing a proxy must—

- a. _____ if the appointor is an individual—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 Club 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—

SUNSHINE COAST AMATEUR RADIO CLUB Inc

I, of , being

a member of the Club, appoint

of

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

Page 15 of 20

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]

41 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 Club that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the Club, 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 Club may require the member to pay the reasonable costs of providing copies of the minutes.

42 By-laws

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

43 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.

44 Common seal

- (1) The management committee must ensure the Club 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.

45 Funds and accounts

- (1) The funds of the Club must be kept in an account in the name of the Club 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 Club.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Club of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
 - a. the president;
 - b. the secretary;
 - c. the treasurer;
 - d. any 1 of 3 other members of the Club who have been authorised by the management committee to sign cheques issued by the Club.
- (6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) 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.
- (9) All expenditure must be approved or ratified at a management committee meeting.

46 General financial matters

1. On behalf of the management 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.
2. The income and property of the Club must be used solely in promoting the Club's objects and exercising the Club's powers.

47 Documents

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

48 Financial year

The end date of the Club's financial year is Thirty First day of December in each year.

49 Distribution of surplus assets to another entity

- (1) This rule applies if the Club—
 - 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 Club.
- (3) The surplus assets must be given to another entity—
 - a. having objects similar to the Club'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.

BY-LAWS OF THE CONSTITUTION OF THE SUNSHINE COAST AMATEUR RADIO CLUB INC

By-Law No 1. 'that any aspiring amateur who is studying under the guidance of a financial club member be granted all the privileges of social club membership for the duration of their course', not exceeding a period of twelve months. Passed by the Management Committee 23 February 1993

By-Law No 4. 'that there be a limit to the number of members of the Management Committee, other than club Officers, to a number not greater than four'. Passed by the Management Committee 7 January 2001

By-Law No 6. 'that weekly nets" refer to nets conducted under the official callsign of SCARC inc.'. Passed by the Management Committee 7 January 2001, amended by the Management Committee 15 February 2005

By-Law No 7. 'that for practical purposes, in relation to the required lodgement (11.3.b) and the reading of nominations (11.3.c.) that "Secretary" should read as " Secretary or his nominee`'. Passed by the Management Committee 7 January 2001

By-Law No 8. 'that a member of the Management Committee who fails to attend three consecutive meetings of the Committee, without being granted leave of absence by the Committee, shall be relieved of his/her position'. Passed by the Management Committee 7 January 2001

By-Law No 9. 'that the membership year of the club be from 1st January to 31st December of the same year'. Passed by the Management Committee 27 February 2001

By-Law No 10. 'that any member whose subscription is in arrears after the last day of February shall be unfinancial'. Passed by the Management Committee 27 February 2001

By laws 2-3-5 removed by general meeting 03/09/2013

By-Law No 11. 'that the Annual General Meeting shall be held each year in March'. Passed by the Management Committee 27 February 2001

By-Law No.12. 'that the Sunshine Coast Amateur Radio Club inc. uses a Code of Conduct to provide a guideline for acceptable member behaviour. As detailed in this Code of Conduct, failure to abide by the requirements may result in disciplinary action.

Requirements

- 12.1 It is an automatic condition of Club membership that members abide by this Code of Conduct. Members of the Club managed email groups or forums that are not club members shall also abide by this Code of Conduct where applicable.
- 12.2 Written correspondence on Club managed email groups or forums shall not be discriminatory, racist or contain any form of profanity. Additionally, controversial issues shall not be debated on these email groups or

forums. Correspondence shall not breach any State or Federal Government regulations in this regard.

- 12.3 A breach of the requirements for Club managed email groups and forums will cause the person to be removed from the email group/forum immediately.
- 12.4 No person shall speak on air on behalf of the Club, unless authorised to do so by the Club Committee.
- 12.5 All persons will behave in a manner which is courteous and polite when using Club facilities and Club owned equipment.
- 12.6 No member shall conduct a dispute with any person on air using amateur radio.
- 12.7 If a member feels aggrieved by another member or non-member, then such grievance shall be brought to the attention of the Committee in writing. Such a complaint may be lodged with any Committee member.
- 12.8 All grievances brought to the attention of the Committee will receive a written response within 28 days of the Committee's receiving the grievance in writing.
- 12.9 Any member involved in a grievance or dispute agrees to participate in an arbitration process if requested by the Committee.
- 12.10 If a member feels affronted on air, they will not respond in kind. Retaliating may prejudice further action.
- 12.11 It is not the responsibility of any member to berate or chastise any person on amateur radio using amateur radio facilities.
- 12.12 All members using Club premises or equipment will treat same with respect i.e. leave in a clean, tidy and undamaged condition.

Any member who does not abide by this Code of Conduct must show just cause why their membership should not be cancelled.' Passed by the Management Committee

SCARC AWARDS

Ken Wilford Trophy

Reference. Minutes Executive Meeting of 30 March 1993, as amended by the General meeting of 4 January 1994.

Criteria. Awarded annually to the club member with the highest aggregate CW score over the preceding calendar year.

Administration. Executive Committee.

Award. Memorial Shield.

Presented. April GM.

Homebrew Award

Criteria. Awarded to the adjudged best entry.

Administration. Executive Committee.

Award. Memorial Shield.

Presented. November GM.

SCARC Outstanding Contribution Award

Reference. Executive minutes 16th February 2021.

Criteria. This peer nominated award recognises an individual who has been influential and has significantly contributed to SCARC in 2020.

All members are eligible, any member can nominate another member, members can receive the award multiple times, and multiple members can receive the award each year. The award is a certificate and a free year's membership

Presented annually to the member of the club, who has in the opinion of the members, contributed most in any form, manner or fashion, to the Sunshine Coast Amateur Radio Club Inc.

Administration. Executive Committee.

Award. Certificate and 1 year of free membership.

Presented. March GM immediately preceding the AGM.