

**CONSTITUTION**  
**QUEENSLAND ASSOCIATION FOR DRAMA IN EDUCATION INC**  
**March 2016**

**NAME**

1. The name of the incorporated association shall be Queensland Association for Drama in Education Incorporated (in these rules called “the association”).

**OBJECTS**

2. The objects for which the association is established are:
    - 2.1 to promote the recognition of drama in education as an important, valuable and valued part of education, primary, secondary and tertiary.
    - 2.2 to encourage the study and development of drama in education as teaching method and as an art form.
    - 2.3 to assist teachers, students and other with interests in drama and education.
- For the pursuance of these objects the association may:
- 2.4.1 advocate for drama in education in Queensland.
  - 2.4.2 liaise with other organisations working in fields relevant to arts education.
  - 2.4.3 produce publication and other materials.
  - 2.4.4 conduct workshops, seminars and conferences.
  - 2.4.5 initiate and encourage research and study of drama in education and other related educational areas.
  - 2.4.6 affiliate with appropriate national and international bodies to promote drama in education contexts.

**POWERS**

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

## **CLASSES OF MEMBERSHIP**

4.

4.1 The membership of the association shall consist of:

- (a) Ordinary members
- (b) Corporate members
- (c) Concession members
- (d) Life members

4.2 The number of members shall be unlimited.

4.3 Life members shall be nominated by a motion passed by the management committee and announced at the following Annual General Meeting.

5.

5.1 Every applicant for every class of membership, with the exception of life members, shall complete and submit an application for membership of the association. The application for membership shall be signed by the applicant and shall be in such form as the management committee from time to time subscribes.

## **MEMBERSHIP FEES**

6.

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

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

## **ADMISSION AND REJECTION OF MEMBERS**

7.

7.1 At the meeting of the management committee after the receipt of an application and fee applicable for any class of membership, such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.

7.2 Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

7.3 Upon the acceptance or rejection of an application for any class of membership for any class of membership the administrator shall forthwith give the applicant notice in writing only if the applicant has had her/his application for membership rejected.

## **TERMINATION OF MEMBERSHIP**

8.

- 8.1 A member may resign from the association at any time by giving notice in writing to the administrator.
- 8.2 Such resignation shall take effect at the time such notice is received by the administrator unless a later date is specified in the notice when it shall take effect on that later date.
- 8.3 If a member -
  - (a) fails to comply with any of the provisions of rules; or
  - (b) has membership fees in arrears for a period of 2 months or more; or
  - (c) conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the association,

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

- 8.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the membership committee resolves to terminate the membership it shall instruct the administrator to advise the member in writing accordingly.

## **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

9

- 9.1 A person whose application for membership has been rejected or whose membership has been terminated may within 1 month of receiving written notification thereof, lodge with the administrator written notice of the person's intention to appeal against the decision of the management committee.
- 9.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the administrator shall convene, within 3 months of the date of receipt by the administrator of such notice, a general meeting to determine the appeal.
- 9.3 At any such meeting the applicant shall be given the opportunity to fully present the applicant's case and the management committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- 9.4 The appeal shall be determined by the vote of the members present at such meeting.
- 9.5 Where a person whose application is rejected, does not appeal against the decision of the management committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the administrator shall forthwith refund the amount of any fee paid.

## **REGISTER OF MEMBERS**

10.

- 10.1 The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the association and the dates of their admission.
- 10.2 Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatement of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.
- 10.3 The register shall be open for inspection at all reasonable times excluding Queensland school and public holidays, by any member who previously applies to the administrator for such inspection.

## **ADMINISTRATOR**

11.

- 11.1 If the association has not elected an interim officer as administrator for the association before its incorporation, the members of the management committee must appoint or elect a administrator for the association within 14 days after incorporation.
- 11.2 If a vacancy happens in the office of administrator, the members of the management committee must appoint or elect a administrator within 14 days after the vacancy happens.
- 11.3 The administrator must be an individual residing in the State who is
  - (a) a member of the association elected by the association as administrator; or
  - (b) a member of the association's management committee appointed by the committee as administrator; or
  - (c) appointed by the management committee as administrator (whether or not the individual is a member of the association).
- 11.4 The management committee may appoint and remove the administrator at any time.

## **MEMBERSHIP OF MANAGEMENT COMMITTEE**

12.

- 12.1 The management committee of the association shall consist of a president, a vice-president (professional development), vice-president (planning/finance), vice-president (communications) and vice-president (national liaison) all of whom shall be members of the association, and such number of other members as the members of the association at any general meeting from time to time elect or appoint.
- 12.2 At the annual general meeting of the association, all the members of the management committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- 12.3 The election of officers and other members of the management committee shall take place in the following manner:-

- (a) any 2 members of the association shall be at liberty to nominate any other member to serve as an officer or other member of the management committee;
- (b) the nomination, which shall be in writing and signed by the member and his proposer, and seconder, shall be lodged with the administrator at least fourteen days before the annual general meeting at which the election is to take place or can be taken from the floor at the annual general meeting;
- (c) a list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the association, or on the association's website for at least seven days immediately preceding the annual general meeting;
- (d) balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

## **RESIGNATION AND REMOVAL OF MANAGEMENT COMMITTEE MEMBERS**

13.

- 13.1 Any member of the management committee may resign from membership of the management committee at any time by giving notice in writing to the administrator but such resignation shall take effect at the time such notice is received by the administrator unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the association where that member shall be given the opportunity to fully present the member's case.
- 13.2 The question of removal shall be determined by the vote of the members present at such a general meeting.
- 13.3 There is no right of appeal against a member's removal from the office under this section.

## **VACANCIES ON MANAGEMENT COMMITTEE**

14.

- 14.1 The management committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the management committee until the next annual general meeting.
- 14.2 The continuing members of the management committee may act notwithstanding any casual vacancy in the management committee, but if and so long as their number is reduced below the number fixed by or pursuant to these rules as the necessary quorum of the management committee, the continuing member or members may act for the purpose of increasing the number of members of the management committee to that number or of summoning a general meeting of the association but for no other purpose.

## **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

15.

15.1 Except as otherwise provided by these rules and subject to resolutions of the members of the association carried at any general meeting the management committee -

- (a) shall have the general control and management of the administration of the affairs, property and funds of the association; and
- (b) shall have authority to interpret the meaning of these rules and any matter relating to the association on which these rules are silent.

15.2

The management committee may exercise all the powers of the association -

- (a) to borrow or raise or secure the payment of money in such manner as the members of the association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the association's property, both present and future, and to purchase, redeem or pay off any such securities;
- (b) to borrow money from members at a rate of interest on amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association, and to provide and pay off any such securities; and
- (c) to invest in such manner as the members of the association may from time to time determine.

15.3 For sub-section (2)(b) the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by

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

## **MEETINGS OF MANAGEMENT COMMITTEE**

16.

16.1 The management committee shall meet at least once per calendar month during Queensland school terms to exercise its functions.

16.2 The management committee must decide how a meeting is to be called.

16.3 Notice of a meeting is to be given in the way decided by the management committee.

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

16.5 At every meeting of the management committee a simple majority of a number equal to the number of members elected and/or appointed to the management

committee as at the close of the last general meeting of the members, shall constitute a quorum.

- 16.6 Subject as previously provided in this rule, the management committee may meet together and regulate its proceedings as it thinks fit.
- 16.7 However, questions arising at any meeting of the management committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- 16.8 A member of the management committee shall not vote in respect of any contract or proposed contract with the association in which the person is interested, or any matter arising thereout, and if the person does so vote the member's vote shall not be counted.
- 16.9 Not less than 14 days notice shall be given by the administrator to members of the management committee of any special meeting of the management committee.
- 16.10 Such notice shall clearly state of the nature of the business to be discussed thereat.
- 16.11 The president or any other management committee member as nominated by the committee shall preside as chairperson at every meeting of the management committee.
- 16.12 If within half an hour from the time appointed for the commencement of a management committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee, shall lapse.
- 16.13 In any other case it shall stand adjourned to such other day and at such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

## **DELEGATION OF POWERS OF MANAGEMENT COMMITTEE**

17.

- 17.1 The management committee may delegate any of its powers to a sub-committee consisting of such members of the association as the management committee considers appropriate.
- 17.2 Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the management committee.
- 17.2 A sub-committee may elect a chairperson of its meetings.
- 17.3 If no such chairperson is elected, or if at any meeting the chairperson is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson at the meeting.
- 17.4 A sub-committee may meet and adjourn as it thinks proper.

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

## **ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

18.

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

## **RESOLUTION OF MANAGEMENT COMMITTEE WITHOUT MEETING**

19.

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

## **FORMATION OF BRANCHES**

20

- 20.1 The management committee shall have the power to form branches of the association outside the metropolitan area of Brisbane. Branches shall be formed and maintained in the following way:
- 20.1.1 The management committee shall receive a petition from ten financial members of the association outside the metropolitan area and within the area of the proposed branch requesting that a branch be formed.
- 20.1.2 If it is seen fit by the management committee, the management committee shall then cause a branch to be formed and will request that a meeting be convened to elect a governing body.
- 20.1.3 At this inaugural meeting and at subsequent Annual General Meetings, a president, administrator and/or treasurer and up to eight general members will be elected. These elected members will become the governing body of the branch and this governing body will call itself The ..... Branch Management Committee.
- 20.1.4 The management committee shall make grants to the branches as it sees fit, to aid their activities and for special purposes.



- 20.1.5 Branch members shall pay the same annual subscription as other members of the Association.

## **FUNCTIONS OF BRANCHES**

21

- 21.1 The branches shall serve the needs of its members in a particular region and shall be limited to the following functions:
- 21.1.1 initiate and conduct workshops and seminars.
  - 21.1.2 publish materials relating to the aims of the association (Section 2)
  - 21.1.3 open a branch account under the name of the branch for the sole and exclusive purpose of facilitating 21.1.1, and 21.1.2.
  - 21.1.4 collect and pay out monies for the sole and exclusive purpose of 21.1.1 and 21.1.2.
  - 21.1.5 proposed expenditure exceeding the current account balance must be ratified by the management committee.
  - 21.1.6 the branch account will be kept, managed and audited in the same manner as is provided for in Section 35,36,37 and 38 of these rules with reference to "management committee" being read as "the ..... management committee" and a copy of all audited statements will be promptly forwarded to the management committee.

## **MEETINGS OF BRANCHES**

22

- 22.1 In addition to the requirements of 21.1 all branches shall convene within a calendar year a minimum of two meetings of the Branch Management Committee.
- 22.2 It is the responsibility of the branch to keep minutes of all branch meetings.
- 22.3 Each Branch Management Committee shall present a report and balance sheet to its own Annual General Meeting, and the Association's Annual General Meeting.

## **TERMINATION OF BRANCHES**

23

- 23.1 In the event of the dissolution of a branch, any outstanding balances must be returned to the Association, and all bank accounts closed.

- 23.2 The management committee may declare a branch defunct if an Annual General Meeting has not been held for a period of eighteen months.

### **FIRST GENERAL MEETING**

24

- 24.1 The first general meeting must be held not less than 1 month, and not more than 3 months after the day the association is incorporated.
- 24.2 The management committee must decide where the meeting is to be held.
- 24.3 The business to be transacted at the first general meeting must include the appointment of an auditor.

### **FIRST ANNUAL GENERAL MEETING**

25

- 25.1 The first annual general meeting must be held within 18 months after the day the association is incorporated.

### **SUBSEQUENT ANNUAL GENERAL MEETINGS**

26

- 26.1 Each subsequent annual general meeting must be held -
- 26.1.1 at least once each year; and
  - 26.1.2 within 3 months of the end of the association's previous financial year.

### **BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING**

27

- 27.1 The following business must be transacted at every annual general meeting -
- 27.1.1 the receiving of the presidents and the vice presidents (four) reports;
  - 27.1.2 the receiving of the administrators report;
  - 27.1.3 the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;
  - 27.1.4 the receiving of the auditor's report upon the books and accounts for the preceding financial year;
  - 27.1.5 the presenting of the audited statement to the meeting for adoption;
  - 27.1.6 the presentation of a planning budget for the following financial year;
  - 27.1.7 the receiving of any other management committee reports;
  - 27.1.8 the presentation of the proposed management committee structure for the following year;

- 27.1.9 the election of members of the management committee;
- 27.1.10 the appointment of the auditor;
- 27.1.11 the appointment of the administrator;
- 27.1.12 any other business.

## **SPECIAL GENERAL MEETING**

28

- 28.1 The administrator shall convene a special general meeting by sending out notice of the meeting within 14 days of:-
  - 28.1.1 being directed to do so by the management committee; or
  - 28.1.2 on being given a requisition in writing signed by not less than one-third of the members presently on the management committee or not less than the number of ordinary members of the association which equals double the number of members presently on the management committee plus one; or
  - 28.1.3 on being given a notice in writing of an intention to appeal against the decision of the management committee to reject an application for membership or to terminate the membership of any person.
- 28.2 A requisition mentioned in sub-rule 28.1.2 shall clearly state the reasons why such a special general meeting is being convened and the nature of the business to be transacted thereat.

## **QUORUM AT GENERAL MEETING**

29

- 29.1 At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the management committee plus 1.
- 29.2 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 29.3 For the purposes of this rule -"member" includes a person attending as a proxy or as a representing a corporation which is a member.
- 29.4 If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the management committee of the association, shall lapse.
- 29.5 In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other time and place as the management committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

- 29.6 The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- 29.7 When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 29.8 Say as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

## **NOTICE OF GENERAL MEETING**

30

- 30.1 The administrator shall convene all general meetings of the association by giving not less than 14 days notice of any such meeting to the members of the association.
- 30.2 The manner by which such notice shall be given shall be determined by the management committee.
- 30.3 Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the management committee, shall be given in writing.
- 30.4 Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## **PROCEDURE AT GENERAL MEETING**

31

- 31.1 Unless otherwise provided by these rules, at every general meeting -
- 31.1.1 the president shall preside as chairperson, or if there is no president, or if the person is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act then the members present shall elect one of their number to be chairperson of the meeting; and
  - 31.1.2 the chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and
  - 31.1.3 every question, matter or resolution shall be decided by a majority of votes of the members present; and
  - 31.1.4 every member present shall be entitled to one vote and in the case of an equality of votes the chairperson shall have a second or casting vote; and
  - 31.1.5 however, no member shall be entitled to vote at any general meeting if the member's annual subscription is more than one month in arrears at the date of the meeting; and
  - 31.1.6 voting for the election of management committee shall be by secret ballot;

- 31.1.7 all other voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot; and
  - 31.1.8 the chairperson shall appoint two members to conduct the secret ballot in such manner as the person shall determine and the result of the ballot as declared by the chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded; and
  - 31.1.9 a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have 1 vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have 1 vote; and
- (i) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised; and
  - (j) a proxy may but need not be a member of the association; and
  - (k) the instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; and
  - (l) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

**ASSOCIATION: QUEENSLAND ASSOCIATION FOR DRAMA IN EDUCATION INC.**

I, \_\_\_\_\_ of \_\_\_\_\_, being a member of \_\_\_\_\_ the above named association, hereby appoint \_\_\_\_\_ of \_\_\_\_\_, or failing the member, \_\_\_\_\_ as my proxy to vote for me on my behalf at the (annual) general meeting of the association, to be held on the day of \_\_\_\_\_, 19\_\_\_\_, and at any adjournment thereof. Signed this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_. \_\_\_\_\_ Signature.

- This form to be used
- in favour of \_\_\_\_\_ the resolution
  - against \_\_\_\_\_
  - Strike out whichever is not desired. (Unless other-wise instructed, the proxy may vote as the person thinks fit.);

31.1.10 the instrument appointing a proxy shall be deposited with the administrator prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and

- 31.1.11 the administrator shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every management committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the administrator for that inspection.
- 31.2 For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every management committee meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding management committee meeting verifying their accuracy.
- 31.3 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.
- 31.4 However, the minutes of any annual general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

## **BY-LAWS**

32

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

## **ALTERATION OF RULES**

33

- 33.1 Subject to the provisions of the Association's 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.
- 33.2 However, no such amendment, rescission or addition shall be valid only if it is registered by the chief executive.

## **COMMON SEAL**

34

- 34.1 The management committee shall provide for a common seal and for its safe custody.
- 34.2 The common seal shall only be used by the authority of the management committee and every instrument to which the seal is affixed shall be signed by a member of the management committee and shall be countersigned by the administrator or by a second member of the management committee or by some other person appointed by the management committee for the purpose.

## **FUNDS AND ACCOUNTS**

35

- 35.1 The funds of the association must be kept in the name of the association in a financial institution decided by the management committee.
- 35.2 Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the association and the particulars usually shown in books of a like nature.
- 35.3 All moneys shall be deposited as soon as practicable after receipt thereof.
- 35.4 All amounts of \$100 dollars or over shall be paid either by cheque, funds transfer or corporate credit card signed by either the president, administrator, vice-president (planning) or one other member authorised from time to time by the management committee.
- 35.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 35.6 The management committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 35.7 All expenditure shall be approved or ratified at a management committee meeting.
- 35.8 As soon as practicable after the end of each financial year the administrator shall cause to be prepared a statement containing particulars of -
- (a) the income and expenditure for the financial year just ended; and
  - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.
- 35.9 If the association is incorporated within 3 months of the end the association's financial year, subsection (8) does not apply to the financial year the association is incorporated.
- 35.10 The auditor must examine the statement prepared under subsection (8) and present a report on it to the administrator before the next annual general meeting next following the financial year for which such audit was made.
- 35.11 The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.
- 35.12 A Public Donations Fund may be held and managed separately from the organisation's operating account/s and can only receive donations and the income, such as interest earned, on those donations.

## **DOCUMENTS**

36

- 36.1 The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the association.

## **FINANCIAL YEAR**

37

- 37.1 The financial year of the association shall close on 30<sup>th</sup> September in each year.

## **DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

38

- 38.1 This section applies if the association shall be wound up under part 10 of the Act, and there are surplus assets.
- 38.2 The surplus assets must not be distributed among the members of the association, but must be given to another entity -
- (a) that has objects similar to the association's objects;
  - (b) rules of which prohibit the distribution of the entity's income and assets to its members.
- 38.3 In this section - "surplus assets" has the meaning given by 92(3) of the Act.



## **BY LAWS:**

### **BL 1 Classes of Membership**

- BL1.1 Ordinary membership shall be open to any person interested in the teaching of drama and related arts who applies for membership and pays the subscription and is accepted for membership by the management committee.
- BL1.2 Corporate or educational facility membership shall be open to any organisation of educational institution which applies for membership and pays the subscription and is accepted for membership by the management committee. Corporate members are eligible to cast one vote at annual general meetings or general meetings. They shall not be eligible to serve on the management committee.
- BL1.3 Concession membership shall be open to any full time student at recognised secondary or tertiary institutions or unemployed. Concession members shall have the full rights of ordinary members.
- BL1.4 Life membership may be granted by the current management committee to QADIE members who have provided outstanding service to the drama community. Life members shall have the full right of ordinary members.

### **BL 2 Structure of the management committee**

- BL2.1 Prior to each Annual General Meeting the outgoing committee recommends the positions that will make up the management committee for the following year. This number will be selected at the Annual General Meeting and the management committee positions will be finalised at the first meeting of the incoming management committee.
- BL2.2 Ex-officio members of the management committee shall be appointed from time to time at the discretion of the management committee. A ex-officio member of the management committee shall not have voting rights at management committee meetings, and does not count towards a quorum.
- BL2.3 An ex-officio management committee member is one who is appointed to the management due to their special position in drama education, eg. the association's past president, drama curriculum officers from Dept of Education, Qld School Curriculum Council or Board of Senior Secondary School Studies, National Association of Drama in Education, tertiary representatives.
- BL2.4 Co-opted management committee members shall be appointed from time to time at the discretion of the management committee to assist in the implementation of the management committee's functions. A co-opted member does not have voting rights at management committee meetings, and does not count towards a quorum.