

Constitution

Greater Caboolture
Chamber of Commerce



Constitution of the Greater Caboolture Chamber of Commerce

As at December 2021

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1. NAME AND AREA

- 1.1. This Local Chamber shall be called “Greater Caboolture Chamber of Commerce Inc” (“the local Chamber”).
- 1.2. The general area of operation of the Local Chamber will be within the area (the Area) identified in Schedule 1.

2. INTERPRETATION

- 2.1. Any reference to “the Act” means reference to the Associations Incorporation Act 1981 of the State of Queensland as amended.
- 2.2. In this Constitution the following words shall have the following meanings:
 - a) **Annual General Meeting** means the annual general meeting of the Local Chamber.
 - b) **Area** means the area identified in Schedule 1.
 - c) **Committee** means the committee of the Local Chamber which shall be responsible for the governance of the Local Chamber.
 - d) **Committee Member** means a member appointed to the Committee of the Local Chamber from time to time.
 - e) **Delegate** has the meaning set out in Clause 15.3.
 - f) **Member** means a member of the Local Chamber.
 - g) **Membership fees** means the fees payable by the Member to become, or continue to be, a Member of the Local Chamber
 - h) **Objects** means the objects of the Local Chamber.
 - i) **Special Resolution** means a resolution of the Local Chamber that has been passed by a majority of the votes cast by Members entitled to vote on the issue. Even numbers shall decide the matter in the negative.
 - j) **Insufficient for the purposes of Clause 14.3(e)** means that less than one nomination is received for any of the positions of President, Vice President, Treasurer or Secretary or less than eight other member nominations have been received in accordance with Clauses 14.3(a) and (b).
 - k) Unless otherwise stated:
 - i. headings are included for convenience only and do not affect the interpretation of this Constitution.
 - ii. references to Clauses or Parts are to Clauses and Parts of this Constitution.

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- iii. references to dates and times are to Brisbane time.
- iv. references to “\$” and “dollars” are to Australian dollars.

3. OBJECTS

- 3.1. The Objects and duties of the Local Chamber shall include:
- a) to promote and advance in a non-politically aligned manner:
 - i. trade, commerce, and industry; and
 - ii. the interests of persons engaged in trade, commerce and industry, in the State of Queensland, any other State or Territory of Australia, and internationally;
 - b) to promote or oppose legislative and other regulatory measures which affect the interests of Members, trade, commerce and industry;
 - c) to influence government policy in the interests of Members, trade, commerce and industry;
 - d) to promote public discussion of issues relating to trade, commerce and industry;
 - e) to promote and advance the interests of employers and to encourage amicable relations amongst employers;
 - f) to improve relations between employers and employees;
 - g) to improve relations between persons at each level in the chain of production including producers, manufacturers, distributors, retailers and consumers;
 - h) to encourage the study of trade, commerce and industry, including the undertaking of apprenticeships and traineeships;
 - i) to assist or aid any charitable, educational or public purpose;
 - j) to encourage social exchange between Members;
 - k) to discuss and deal with any subjects affecting the best interests of Members and the community in the Area;
 - l) to collect information on all matters of interest to commerce, industry and the community in the Area;
 - m) to affiliate with other organisations as the Local Chamber may deem fit;
 - n) generally, to carry on, do or assist in all or any matters which the Local Chamber may deem fit for the encouragement of trade and commerce, or the assistance of Members of the Local Chamber;

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- o) to promote a positive perception of the region both internally within the greater Caboolture region and externally

3.2. The Local Chamber shall be strictly Non-Party Political and Non-Sectarian

4. POWERS

4.1. The Local Chamber has, in the exercise of its affairs, all the powers of an individual.

4.2. The Local Chamber may, for example:

- a) enter into contracts; and
- b) acquire, hold, deal with and dispose of property; and
- c) do other things necessary or convenient to be done in carrying out its affairs.

4.3. The Local Chamber may take over the funds and other assets and liabilities of the present unincorporated association identified in Schedule 1.

5. PROFIT AND ASSET DISTRIBUTION

5.1. The Local Chamber must not distribute any profits of the Local Chamber by way of dividend or otherwise, to Members.

5.2. Clause 5.1 does not prevent:

- a) payment of remuneration to, contractors or suppliers of the Local Chamber have provided goods or services to the Local Chamber;
- b) payment of rent to Members who have let property to the Local Chamber; or
- c) reimbursement of expenses to Members who have with the Local Chamber's authority expended money in furtherance of the Local Chamber's Objects.

5.3. If the Local Chamber is wound up, the remaining assets after satisfaction of all debts and liabilities will be given to an organisation having objects similar to the Local Chamber's as determined by members of the Local Chamber in General Meeting.

6. MEMBERS

6.1. Classes of Membership

The Local Chamber has the following classes of Members:

- a) Ordinary Members;
- b) Joint Members;
- c) Life Members;

6.2. The Local Chamber will recognise membership of any Member of a Queensland Chamber of Commerce in good standing. Such Members:

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- a) shall be entitled to any discounts to attend events where there is a member discount offered;
- b) will not be entitled to vote;
- c) will not be entitled to attend any Member Only events.

6.3. The Committee may:

- a) establish one or more new classes of membership and determine the privileges attaching to those classes; and/or
- b) change the existing classes of membership and the privileges attaching to those classes. This may include abolishing a class of membership.

6.4. The Committee may in its absolute discretion admit any person to membership of a class specified

- a) in the case of a natural person, is at least 18 years of age
- b) pays to the Local Chamber the Membership Fees (if any) payable for the relevant class of membership.

6.5. The following table sets out the eligibility criteria and privileges for each class of membership:

Class	Eligibility Criteria	Privileges
Ordinary Members	Any person engaged as owner or employer in any trade, profession, industry or business; or Any person who may in the opinion of the board promote or advance trade, commerce, industry and the objects of the Local Chamber; or	To attend and vote at general meetings of the Local Chamber; To receive any and all discounts as a fully paid up Member
Joint Members	Any Member who is also an active member in trade or commerce in the Area of the Local Chamber and wishes to participate in the promotion of the objects at the Local Chamber through taking joint membership of both another Chamber and the Local Chamber.	To attend and vote at general meetings of the Local Chamber; To receive any and all discounts as a fully paid up Member.

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Life Members	Any person who has rendered distinguished service to the Local Chamber, and who in the opinion of the Committee should be recognised for such service. For clarity, Life Members may, at their discretion, also apply to be Ordinary Members.	To attend at general meetings of the Local Chamber and be heard, but not to vote at general meetings; To be exempt from payment of Membership Fees in this class; To receive any and all discounts as a fully paid up Member.
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6.6. Membership, and the privileges attaching to membership, are not transferable.

6.7. Each class of membership will be unlimited in numbers, but subject to the Eligibility Criteria detailed in Clause 6.5.

7. PROPOSAL AND ELECTION OF NEW MEMBERS

7.1. New members may apply themselves or be nominated by any financial member. Applications shall be referred to the Committee for consideration and decision. Acceptance requires a majority vote of the Committee in favour. The decision of the Committee shall, subject to the appeal process in the following sub-clause, be final.

8. LIABILITY OF MEMBERS

8.1. The liability of Members is limited as set out in Clauses 8.2 and 8.3.

8.2. If the Local Chamber is wound up, then every person who:

- a) is a Member when the Local Chamber is wound up; or
- b) was a Member within one year prior to the Local Chamber being wound up, undertakes to contribute to the assets of the Local Chamber for:
- c) the payment of the debts and liabilities of the Local Chamber, contracted or incurred before the Member ceased to be a Member;
- d) the expenses of winding up the Local Chamber; and
- e) the adjustment of the rights of contributories among themselves.

8.3. The amount of the contribution under Clause 8.2 will not exceed \$10 for each Member.

8.4. The person in control of the Local Chamber during a winding up cannot levy Membership Fees. However, this does not prevent that person from recovering

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payment of Membership Fees that were outstanding prior to the winding up commencing.

9. VOTES

- 9.1. Only financial members may be entitled to vote in person or by signed proxy at any General Meeting of the Chamber.

10. SUBSCRIPTION

- 10.1. The Membership Fees payable by a new member shall be due on the date of their admission to membership. The annual Membership Fees shall be such sum as the Members shall from time to time at any General Meeting so determine and shall be payable on the first of July of each year.

11. MEMBERSHIP FEES

- 11.1. Without limitation, Membership Fees may include:
 - a) an initial joining fee;
 - b) an annual Membership Fee; and
 - c) such other fees or levies as may be necessary to enable the Local Chamber to carry out its activities.

12. HONORARY MEMBERS

- 12.1. The Local Chamber may elect any of its Members or past Members as Life Members in recognition of special services to the Local Chamber and such persons shall thereupon be entitled to all the privileges set out in this Constitution, including Clause 6.4.

13. MEMBER RESIGNATION OR EXPULSION

- 13.1. Members may resign at any time by giving notice to the Secretary in writing without affecting their liability to pay the Membership Fee for the current year.
- 13.2. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
- 13.3. The Committee shall consider whether a membership shall be terminated if a Member:
 - a) is convicted of an indictable offence; or
 - b) fails to comply with any of the provisions of this Constitution; or
 - c) has Membership Fees in arrears for a period of two months or more; or

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d) conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Local Chamber;

13.4. The Member concerned shall be given a full and fair opportunity of presenting their case and if the Committee resolves to terminate the membership it shall instruct the Secretary to advise the Member in writing accordingly.

14. COMMITTEE

14.1. The Committee shall consist of a President, at least one (1) but no more than two (2) Vice-President, Secretary, Treasurer and a maximum of six (6) others, all of whom shall be financial Members of the Local Chamber and be fit and proper persons to hold such office and be elected at the Annual General Meeting and hold office for twelve months but will be eligible for re-election subject to the ballot conditions set out in Clause 19.11(f).

14.2. The maximum consecutive term for a President shall be three (3) years.

14.3. The election of officers and other members of the Committee shall take place in the following manner:

a) any two (2) Members of the Local Chamber shall be at liberty to nominate any other Member to serve as an officer or other member of the Committee;

b) the nomination, which shall be in writing and signed by the Member being nominated, the Member's proposer and seconder, shall state the position for which the candidate is being nominated ie President, Vice President, Secretary, Treasurer or Other Member and shall be lodged with the Secretary at least fourteen (14) days before the Annual General Meeting at which the election is to take place;

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 Local Chamber or digitally for at least seven (7) days immediately preceding the Annual General Meeting;

d) should more than one nomination be received for any of the positions of President, Treasurer or Secretary, more than two nominations received for Vice President, or more than eight nominations received for other member positions, balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each Member present at the

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Annual General Meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;

- e) should, at the commencement of such meeting, there be an insufficient number of candidates nominated, then nominations may be taken from the floor. Any remaining vacancies shall be taken to be casual vacancies and treated in accordance with Clause 14.4.

14.4. The Committee shall have power at any time to appoint any Member of the Local Chamber to fill any casual vacancy on the Committee until the next Annual General Meeting.

14.5. A person cannot be a Committee Member unless that person is:

- a) a Member; or
- b) a Member's Representative.

15. POWERS OF THE COMMITTEE

15.1. Except as otherwise provided by this Constitution and subject to resolutions of the Members of the Local Chamber carried at any General Meeting the Committee:

- a) shall have the general control and management of the administration of the affairs, property and funds of the Local Chamber; and
- b) shall have authority to interpret the meaning of this Constitution and any matter relating to the Local Chamber on which this Constitution are silent.

15.2. The income and property of the Local Chamber must be used solely in promoting the Local Chamber's objects and exercising the Local Chamber's powers.

15.3. The Committee may exercise all the powers of the Local Chamber:

- a) to borrow or raise or secure the payment of money in such manner as the Members of the Local Chamber 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 Local Chamber in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Local Chamber's property, both present and future, and to purchase, redeem or pay off any such securities;
- b) to invest moneys in such manner as the Members of the Chamber may from time to time determine.

15.4. The Committee may delegate any of its powers to:

- a) a Committee Member;

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- b) a Subcommittee of the Committee;
- c) an employee of the Local Chamber.

16. RESIGNATION AND REMOVAL OF COMMITTEE MEMBERS

- 16.1. A Committee Member may resign from office by giving written notice of this to the Secretary. The resignation takes effect when the notice is given, unless a later date is specified in the notice.
- 16.2. The Chamber may by ordinary resolution in a Special General Meeting or Annual General Meeting remove a Committee Member.
- a) 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.
 - b) A member has no right of appeal against the members removal from office under this rule.
- 16.3. The office of a Committee Member becomes vacant if:
- c) the Committee Member is obliged to retire under Clause 14.1;
 - d) the Committee Member ceases to be qualified as a Committee Member;
 - e) the Committee Member is removed under Clause 13.3;
 - f) the Committee Member becomes of unsound mind, or becomes a person who or whose estate is liable to be dealt with under a law relating to mental health;
 - g) the Committee Member is disqualified under the Act from being a Committee Member; or
 - h) if the Committee Member is disqualified under this Constitution.
- 16.4. In recognition of the non-political alignment of the Local Chamber, no Committee Member, may hold public office while on the Committee.
- 16.5. If a Committee Member expresses an intention to stand for public office which is vacant or the subject of an upcoming election the Committee Member shall tender their resignation as a Committee Member but shall remain a Member of the Local Chamber.

17. COMMITTEE MEMBER'S INTERESTS

- 17.1. A Committee Member of the Local Chamber who has a material personal interest in a matter that relates to the affairs of the Local Chamber must give the other Committee Members notice of the interest if required by the Act.

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- 17.2. Unless prohibited by the Act, a Committee Member who has a material personal interest in a matter that is being considered at a Committee meeting may:
- a) be present while the matter is being considered at the meeting; and
 - b) vote on the matter, if the Committee Member has complied with Clause 17.1.
- 17.3. A Committee Member of the Local Chamber and any employee of the Local Chamber must at the first opportunity disclose to the Committee:
- a) whether they hold any membership or affiliation with any political party in Queensland or elsewhere in Australia or overseas; and
 - b) their intention to stand for political office as a representative of a political party or as an independent of any forthcoming or imminent Local, State or Federal election whether in Australia or overseas.
- 17.4. Nothing in this Constitution shall prohibit a Committee Member or employee from being a member of a political party.

18. COMMITTEE MEETINGS

- 18.1. The Committee shall meet at least once every two months to exercise its functions.
- 18.2. The Committee must decide how a meeting is to be called, including through the use of technology consented to by all members of the Committee.
- 18.3. Notice of a meeting is to be given in the way decided by the Committee.
- 18.4. A Special Meeting of the Committee shall be convened by the Secretary on the requisition in writing signed by two (2) members of the Committee, which requisition shall clearly state the reasons why such Special Meeting is being convened and the nature of the business to be transacted.
- 18.5. At every meeting of the Committee four (4) members of that Committee shall constitute a quorum. If a quorum is not achieved, the meeting may proceed but no voting shall take place.
- 18.6. Subject to this Constitution, the Committee may meet together and regulate its proceedings as it thinks fit.
- 18.7. 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.

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- 18.8. A member of the Committee shall not vote in respect of any contract or proposed contract with the Local Chamber in which he or she is interested, or any matter arising thereout, and if they do so vote their vote shall not be counted.
- 18.9. Not less than seven (7) days notice shall be given by the Secretary to members of the Committee of any Special Meeting of the Committee.
 - a) Such notice shall clearly state the nature of the business to be discussed.
- 18.10. The President shall preside as Chairman at every meeting of the Committee, or if there is no President, or if at any meeting the President is not present within ten minutes after the time appointed for holding the meeting, any one of the Vice-Presidents shall be Chairman or if a Vice- President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- 18.11. If within half an hour from the time appointed for the commencement of a Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse.
- 18.12. In any other case the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the 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.
- 18.13. All acts done by any meeting of the Committee or of a Subcommittee or by any person acting as a member of the Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Committee or person acting as aforesaid, or that the members of the 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 Committee.
- 18.14. A resolution in writing signed by a majority of the members of the Committee for the time being entitled to receive notice of a meeting of the Committee shall be as valid and effectual as if it had been passed at a meeting of the Committee duly convened and held provided it is sent by either post or facsimile transmission to all the members of the Committee.
 - a) Any such resolution may consist of several documents in like form, each signed by one or more members of the Committee.

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19. ANNUAL GENERAL MEETINGS

- 19.1. An Annual General Meeting of the Local Chamber will be held in each year as required by the Act.
- 19.2. The Committee will call the Annual General Meeting.
- 19.3. The Annual General Meeting will occur in Greater Caboolture, at a place, day and time determined by the Committee.
- 19.4. The financial year of the Local Chamber shall commence on 1 July each year and conclude on 30 June each year.
- 19.5. At all Annual General Meetings ten members shall form a quorum – if no quorum be present at twenty minutes past the hour of meeting, the Chairman may adjourn or cancel the meeting as follows:
 - a) If within half an hour from the time appointed for the commencement of an Annual General Meeting a quorum is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the 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.
 - b) The Chairman 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.
 - c) When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
 - d) Save 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.
- 19.6. The following business must be transacted at every Annual General Meeting:
 - a) the receiving of the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Local Chamber for the last financial year;
 - b) the receiving of the auditor's report, if one is conducted, on the financial affairs of the Local Chamber for the last financial year;

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- c) the presenting of the audited statement, or unaudited statement if no audit was conducted, to the meeting for adoption;
 - d) the election of members of the Committee;
 - e) the appointment of an auditor, should one be required.
- 19.7. The Secretary shall convene a Special General Meeting by sending out notices of the meeting within fourteen (14) days of:
- a) being directed to do so by the Committee; or
 - b) being given a requisition in writing signed by not less than one- third of the members presently on the Committee or not less than ten percent (10%) of Ordinary Members of the Local Chamber presently entitled to vote; or
- 19.8. A requisition mentioned in Clause 19.7(b) shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted.
- 19.9. The Secretary shall convene all Annual General Meetings and Special General Meetings of the Local Chamber by giving at least 10 days notice of any such meeting to the Members of the Local Chamber. Such notice can be given by any reasonable means including but not limited to advertisement in the Local Chamber's newsletter.
- 19.10. Notice of an Annual General Meeting or Special General Meeting shall clearly state the nature of the business to be discussed.
- 19.11. Unless otherwise provided by this Constitution, at every Annual General Meeting or Special General Meeting –
- a) the President shall preside as Chairman, or if there is no President, or if they are not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, any Vice-President shall be the Chairman or if a Vice- President is not present or is unwilling to act then the Members present shall elect one of their number to be Chairman of the meeting; and
 - b) the Chairman shall maintain order and conduct the meeting in a proper and orderly manner; and
 - c) every question, matter or resolution shall be decided by a majority of votes of the Members present; and
 - d) every Member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote; and

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- e) however, no Member shall be entitled to vote at any Annual General Meeting or Special General Meeting if their Membership Fees are more than two (2) months in arrears at the date of the meeting; and
- f) 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
- g) the Chairman shall appoint two (2) Members to conduct the secret ballot in such manner as they shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting of which the ballot was demanded; and
- h) 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 one vote and in a secret ballot every Member present in person or by proxy or by attorney or other duly authorised representative shall have one 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 must be a Member of the Local Chamber; 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:

CHAMBER NAME:

of, _____ being a
Member of the abovenamed Local Chamber, hereby appoint
of , _____ or failing him, _____ of
as my proxy to vote for me on my behalf at the (annual) general meeting of the Local
Chamber, to be held on the

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day of _____, 20____, and at any adjournment thereof.

Signed this _____ day of _____ 20____

Signature

- m) the instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- n) the Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every 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 Secretary for that inspection.
- o) For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Committee meeting verifying their accuracy.
- p) Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting;
- q) However, the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or Annual General Meeting.

20. REMUNERATION

- 20.1. The Committee of the Chamber will not be paid remuneration of any kind.
- 20.2. The Local Chamber may pay the Committee Members' travelling and other expenses that they properly incur in their function:
 - a) in attending Committee meetings or any meetings of Subcommittees;
 - b) in attending any general meetings of the Local Chamber; and
 - c) in connection with the Local Chamber's business.
- 20.3. No expenses will be authorised for payment unless previously approved by the Committee.

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21. ALTERATION OR AMENDMENT TO RULES

- 21.1. Subject to the provisions of the Act, any amendment of this Constitution shall be affected only by Special Resolution which is passed at any Annual General Meeting of the Local Chamber by the Member desiring so to alter or amend the same, such notice of motion to contain a verbatim copy of the alteration or amendment proposed.
- 21.2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

22. DUTIES OF OFFICE HOLDERS

- 22.1. The duties and responsibilities of officeholders of the Committee are set out in the Policy and Procedures document to be adopted by the Local Chamber.

23. CONDUCT OF MEETINGS

- 23.1. The conduct of meetings and the interpretation of this Constitution or any terms in it and this Constitution shall be at the sole discretion of the Chairman for the time being at each meeting and his/her directions and ruling shall be final.

24. REGISTER OF MEMBERS

- 24.1. The Committee must keep a register of Members which will be kept confidential.

25. REMOVAL OF SECRETARY

- 25.1. The Committee may at any time remove a person appointed as the Secretary.
- 25.2. If the Committee removes a Secretary who is a member of the Committee, the person remains a member of the Committee.
- 25.3. If the Committee removes a Secretary who is a Member and who has been appointed to a casual vacancy on the Committee, the person remains a Member.

26. RESOLUTIONS OF COMMITTEE WITHOUT MEETING

- 26.1. A written resolution signed by each member of the Committee is as valid and effectual as if it had been passed at a Committee Meeting that was properly called and held.
- 26.2. A resolution mentioned in Clause 26.1 may consist of several documents in like form, each signed by one (1) or more members of the Committee.
- 26.3. The circulation or distribution of written resolutions must accompany all documentation referred to in the resolution.

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27. FUNDS AND ACCOUNTS

- 27.1. The funds of the Local Chamber must be kept in an account in the name of the Local Chamber in a financial institution decided by the Management Committee.
- 27.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Local Chamber.
- 27.3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 27.4. A payment by the association of \$100 or more must be made by electronic funds transfer.
- 27.5. Each electronic funds transfer must be authorised by any 2 of the following:
 - a) the president;
 - b) the secretary;
 - c) the treasurer;
 - d) or any other member of the Management Committee who have been authorised by the Management Committee to authorise electronic transfers by the Local Chamber.
- 27.6. A debit card or petty cash account may be kept, and the Management Committee must decide the amount of funds to be kept in the account.
- 27.7. All expenditure must be approved or ratified at a Management Committee meeting.

28. DOCUMENTS

- 28.1. The Committee must ensure the safe custody of books, documents, instruments of title and securities of the Local Chamber.

29. BYLAWS

- 29.1. The Committee may make, amend or delete By-Laws at its discretion.

30. SCHEDULE 1

Area: Caboolture, Burpengary, Burpengary East, Narangba, Morayfield, Elimbah, Ningi, Beachmere, Bellmere, Wamuran, Sandstone Point

Unincorporated Association: Greater Caboolture Chamber of Commerce

31. SCHEDULE 2

Policies and Procedures Document

32. SCHEDULE 3

Operational Support and Licence Agreement