



**MODEL RULES OF ASSOCIATION
FOR INCORPORATED AFFILIATES
EXPLANATORY NOTES**

Dogs Queensland

Model Rules of Association for Incorporated Affiliates

Explanatory Notes

“Constitutions are like airbags: you hardly ever need them, but you want them to be fit for purpose.” (C Borthwick)

Background

In 2020 the Queensland Parliament passed the [Associations Incorporation and Other Legislation Amendment Act 2020](#). The *Associations Incorporation and Other Legislation Amendment Act 2020* makes amendments to the [Associations Incorporation Act 1981](#) (the Act) and the [Associations Incorporation Regulation 1999](#) (the Regulation).

These amendments will affect how an affiliate that is an incorporated association is run. The affiliate will need to review and update its rules of association (sometimes referred to as a constitution) to meet these new requirements.

To align with the Act and Regulation, “rules of association” will be used.

The key changes include:

- Use of a common seal is now optional.
- The secretary must be 18 years of age or older
- The Inclusion of duties that members of the management committee must uphold when undertaking their functions:
 - Duty of care and diligence
 - Duty to prevent insolvent trading
 - Not profit from position
 - Disclosure of material personal interest
 - Disclosure of remuneration and material benefits
- There must be an internal grievance procedure in place
- Permits the use of communications technology for meetings
- Eligibility for people with convictions to be a member of a Management Committee

To assist affiliates, Dogs Queensland has undertaken a comprehensive review of the Model Constitution for Incorporated Affiliates (2010) with the objectives to:

- Align with changes the Act and the Regulation
- Simplify language and use plain English where appropriate
- Modernise the objects and powers to allow greater flexibility for growth
- Restructure the document to improve flow and understanding.

Un-incorporated affiliates may decide to adopt these model rules of association. This will make transition to an incorporated association less onerous, should the members of affiliate decide.

The primary advantage of becoming an incorporated association is that it protects the rights of members. This is done in a number of ways:

- The legislated requirements defined in the Act and the Regulation.
- The rules of association constitute a contract between the incorporated association and its members (Part 10 of the Act).
- How the finances and property of the incorporated association are managed (Division 2 of the Act).
- Ensures the assets remain the property of the affiliate (Act s23(1) and s92(1))
- Ensures accountability of the management committee to the affiliate's members.

Explanatory notes

The following provides an overview of the changes and requirements for each section of the rules of association. It also includes required actions or considerations to be undertaken when adopting the rules to meet the affiliates needs, structure and purpose.

1. Name

This section defines the affiliate's name. The name must include "Inc."

2. Definitions

A list of definitions of unique words or terms used throughout the document.

3. Objects

Also referred to as objectives. These are broad high-level statements that set out what the affiliate aims to achieve and its purpose.

An affiliate may opt to be more specific, however this can be restrictive.

4. Powers

This section describes what the affiliate can do to achieve and meet its objects. The affiliate has the same power as an individual entity.

5. Matters regarding the Canine Control Council (Queensland)

Notes the obligations to and relationship with the Canine Control Council (Queensland), the affiliate and its members.

6. Membership and members

This section outlines all rules relating to membership.

It starts with the eligibility criteria for membership **(6.1)**. The eligibility criteria can be broad or very specific. For example, a specific criterion may be that the member must either own or have a special interest in specific breed to be a member of a breed club.

The number of members is unlimited **(6.2)**

Classes of membership (6.3 – 6.7)

These may be modified to suit the individual affiliate.

The Act requires that each class of membership must define the eligibility requirements and if the class of membership can hold office. Only adults (18 years of age or older) can hold office and be on the management committee.

Note the subtle differences between Life and Honorary Membership. One key difference is that a Life Member can hold office, but not an Honorary Member.

Automatic membership (6.8)

This state how automatic membership to the incorporated affiliate is given to members of the unincorporated affiliate.

Membership fees (6.9 – 6.10)

Sets out the rules for how membership fees are set and applied.

New membership (6.11 – 6.13)

Defines the process for applying for membership.

The Regulation requires new members to be nominated by an existing member and seconded by another. This is an important process because it prevents people making ghost/fake memberships¹.

Membership must be considered at the next meeting of the management committee.

Admission and rejection of new members (6.14 – 6.16)

Describes the process of how membership is approved or rejected.

Rule 6.14 may be modified to general meetings if the Management Committee does not meet frequently enough to consider applications in a timely manner.

Renewal of membership (6.17)

How and when membership is renewed. The 1 month grace period can be shortened or removed.

When membership ends (6.18)

How a member can resign or when membership ends.

Termination of membership (6.19 – 6.22)

On occasion it may be necessary to terminate a member's membership. It is important that the principles of natural justice and procedural fairness are always applied in this process.

Appeal against rejection or termination of membership (6.23 – 6.25)

Sets out when and how a member may appeal the decision to terminate their membership.

¹ [C Borthwick, *Agony Uncle: What the point of signatures on membership applications?*, Institute of Community Directors Australia \(ICDA\)](#)

An affiliate may decide to permit a person to appeal against a decision to reject membership. Refer to the following sections of the Regulation, Schedule 4: Model Rules of Regulation for guidance on the process in sections 11 (1)², 12³ and 39⁴.

Register of members (6.26 – 6.28)

The information to be kept on the register and how it may be viewed/inspected by another member.

Prohibition on use of information on register of members (6.29 – 6.30)

Restrictions on the use of information in the register.

Conduct of members (6.31)

Expected minimum behaviours and conduct of members including a reference to Dogs Queensland's rule.

Grievance procedure (6.32 – 6.33)

This is a new requirement introduced into the Act in 2022. Refer to section 47A⁵ of the Act and comes into effect on 1 July 2024.

The Model Rules set out in the Regulation will be amended on 1 July 2024 to include a grievance procedure. The affiliate's grievance procedure must replicate the grievance procedure in the model rules.

The affiliate may either:

- Create their own procedure as a By-Law (refer to rules 13.1 – 13.4) which replicates the grievance procedure in the Model Rules. This has the advantage that it be more easily updated and reviewed as needed.
- Include the procedure in the affiliate's rules of association. This is less ideal because to update the procedure requires an amendment to rules of association under rules 14.1 and 14.2.

7. Management committee

As per section 60 of the Act⁶, the affiliate must have a management committee (rule 7.1). The Management Committee which is responsible for the business and operations of the affiliate.

Membership of the management committee (7.2 – 7.5)

The affiliate has a degree of flexibility to define the members management committee, however there must always be a president, secretary and treasurer. It is good practice to have a vice-president to act as president as the need arises.

² <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-1999-0143#sch.4-sec.11>

³ <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-1999-0143#sch.4-sec.12>

⁴ <https://www.legislation.qld.gov.au/view/html/inforce/current/sl-1999-0143#sch.4-sec.39>

⁵ <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1981-074#sec.47A>

⁶ <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1981-074#sec.60>

In line with the Act, the president, secretary and treasurer must be residents of Queensland. Other members of the management committee must be members of the Dogs Queensland.

- 7.2 (b) there must always be a secretary and b) the secretary may be elected or appointed (refer to rules 7.12 – 7.13).
- 7.2 (d). for small affiliates one vice-president may be sufficient, larger and more complex affiliates may opt for 2 or more. Whatever the case, this needs to be defined. If the affiliate leaves it as “vice-president/s” the number will need to be agreed by members via a special resolution and defined in a by-law.
- 7.2 (e) include the minimum and maximum number of other management committee members. These may be ordinary members or office bearers (for example, the trial secretary or fundraising officer). Whatever the case this needs to be agreed by members via a special resolution and ideally defined in a by-law.

Rule 7.5 is a sunset clause for the president, secretary, treasurer and vice-president/s that defines how long a person can hold one of these positions. This clause is not mandatory but is recommended as good governance practice. The affiliate may elect to extend this to other office bearer positions.

A sunset clause promotes bringing new ideas into the management committee.⁷ Members who are required to retire in accordance with this rule, can hold other positions and act as a mentor for incoming officers. The length of tenure can be adjusted to suit the affiliate, or the rule removed.

If membership of the management committee includes specific office bearers, elected under rule 7.6 – 7.7, then it would be best to document the membership in a by-law. This removes any confusion amongst members.

Office bearers (7.6 – 7.7)

Defines how office bearer positions can be created. There is no limit as to the number of office bearers and these may include, for example, trophy steward, fundraising officer, maintenance officer etc.

An office bearer may or may not be a member of the management committee.

Electing the management committee and office bearers (7.8 – 7.10)

Describes the process of how the management committee and office bearers are elected.

Appointment or election of the secretary (7.11 – 7.16)

The affiliate must always have a secretary. This section outlines the process for electing or appointing a secretary. And, when the secretary has voting rights as a member of the affiliate. Generally affiliates will have an elected secretary.

Resignation, removal or vacation of office of management committee member or office bearer (7.17 – 7.21)

How and when a member of the management committee can resign or be removed from office.

⁷ [Institute of Community Directors Australia \(ICDA\) | Constitutions and their contents](#)

Removal of the secretary (7.22 – 7.24)

How and when the secretary can be removed from office. There are different provisions if the secretary is elected or appointed.

Vacancies on the management committee (7.25 – 7.27)

What occurs when there is vacancy on the management committee as a result of rules 7.17 – 7.21.

Functions of management committee (7.28 – 7.33)

The management committee has the general control and management of the administration of the affairs, property and funds of the affiliate. Describes the core roles and responsibilities of the management committee including its powers.

Functions of the secretary (7.34 – 7.36)

Outlines the roles and responsibilities (functions) of the secretary. The secretary is the only role with functions defined in the Act.

Meetings of management committee (7.37 – 7.44)

Covers how meetings are called and conducted. It includes provisions for conducting meetings via teleconference (e.g. Zoom). Importantly it includes the provision managing conflicts of interest.

Quorum for, and adjournment of, management committee meetings (7.45 – 7.47)

The quorum for a meeting of the management committee. A quorum of 50% of members plus 1 is generally considered standard; too low and discussions may be ineffective because the input is too limited; too high and quorum may never be met.

Special meeting of the management committee (7.48 – 7.52)

How and when a special meeting of the management committee may be called.

Minutes of management committee meetings (7.53 – 7.54)

The minimum requirements for minutes of meetings.

Resolutions of the management committee without meeting (7.55 – 7.57)

How decisions can be made out of session, sometimes referred to as a flying minute. There are 2 approaches, each with its own risks, to how many members of the management committee must endorse a flying minute for it to be carried:

1. All members must agree/approve to the flying minute. This ensures all members are aware of the matter under consideration. This may be problematic if the matter is urgent.
2. A number equivalent to a quorum agree/approve the flying minute. This is more practical as you do not require all members' approval. It does run the risk that a member who has not responded may have information which could significantly influence the decision.

The number of members required to agree/approve is defined in rule **7.55**. Affiliates may amend this as needed.

There is provision for decision making in emergent situations, rule **7.56**. This is important so that urgent decisions are not delayed because of bureaucratic processes.

All out of session approvals must be noted at the next meeting, rule **7.57**.

8. Sub-committees (8.1 – 8.9)

An affiliate may have 1 or more sub-committees to assist with the conduct of the affiliate's objects. Sub-committees can be long standing or temporary.

It is important that the sub-committee's roles and responsibilities are defined in its terms of reference (sometimes called sub-committee charter). This ensures that the committee works within the bounds of its purpose and also defines decision making powers.

A sub-committee is always accountable to the Management Committee.

9. Duties of officers

This is a new requirement introduced into the Act in 2022. Refer to Part 7, Division 3⁸ of the Act.

Duty of care and diligence (9.1 – 9.2)

An officer of the affiliate must exercise the officer's powers and discharge the officer's duties with the degree of care and diligence that a reasonable person would exercise.

Decisions are made in good faith and for proper purpose.

Duty of good faith (9.3)

Officers must always make decisions in the best interest of the affiliate.

Use of position (9.4)

An officer must not improperly use their position.

Use of information (9.5)

An officer must not use information for personal gain or to cause detriment to the affiliate.

Disclosure of personal interests (9.6 – 9.7)

An officer must disclose any personal interests in a matter under consideration.

Duty to prevent insolvent trading (9.8 – 9.9)

The management committee is responsible for the affiliate's solvency and must ensure the financial affairs of the affiliate are managed responsibly.

Reliance on information or advice (9.10 – 9.11)

An officer of the affiliate may rely on reasonable information or advice to perform an authorised duty or function.

⁸ <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1981-074#pt.7-div.3>

Disclosure of remuneration and other benefits (9.12)

This is a new requirement introduced into the Act in 2022. Refer to section 70D⁹ of the Act and comes into effect on 1 July 2024.

The management committee must declare any benefits (either remunerated or material) awarded to management committee members, sub-committee members or other officer bearers at the Annual General Meeting.

10. Acts not affected by defects or disqualifications (10.1 – 10.2)

This protects committee members and the affiliate should there be an unknown defect in making a decision.

11. General meetings

Describes the requirements for ordinary general meetings, special general meetings and annual general meetings.

Notice of general meeting (11.1 – 11.5)

How and when a general meeting can be called.

Quorum for, and adjournment of, general meeting (11.6 – 11.14)

The quorum for a general meeting and how a meeting can be adjourned. The quorum should be greater than the quorum for a management committee meeting.

Procedure at general meeting (11.15 – 11.18)

How the meeting is to be conducted, including the provision for teleconference (e.g. Zoom)

Voting at general meetings (11.19 – 11.26)

How voting is conducted at a general meeting and when proxies can be used.

11.21 can be modified to be that if the votes are equal, the motion is decided in the negative.

The preferred option, after further consultation, would be to review and modify the motion to address members' concerns..

Special general meeting (11.27 – 11.32)

When and how a special general meeting is called, also special provisions for voting at special general meetings. Special general meetings may be held to address a specific matter, and only that matter is considered at the meeting.

Annual general meeting (11.33 – 11.36)

When and how an annual general meeting is called, also the business to be conducted at an annual general meeting.

Proxies (11.37 – 11.44)

The procedure for appointing proxies and how proxy votes are considered. Proxies can only be used in certain circumstances as listed in rule 11.38.

⁹ <https://www.legislation.qld.gov.au/view/html/inforce/current/act-1981-074#sec.70D>

Minutes of general meetings (11.45 – 11.46)

The requirements relating to minutes of a general meeting.

12. Financial management

Defines the financial requirements of running the affiliate. The treasurer's responsibilities are noted throughout this section.

General financial matters (12.1 – 12.2)

The income and property of the affiliate must be used solely in promoting the affiliate's objects and exercising the affiliate's powers. The treasurer must prepare financial reports.

Funds and accounts (12.3 – 12.15)

This covers a number of procedural aspects of the affiliate's financial responsibilities.

Of note is who can sign cheques and the provision for electronic payments.

An electronic payment must be done in the same manner as a cheque, that is, must be electronically authorised in accordance with rule 12.9 and 12.10.

Financial year (12.16)

To be completed and defines the end date of the affiliate's financial year. This triggers requirements for membership renewal (rule 6.17), when the Annual General Meeting is held (rules 11.33 and 11.34), the election of the management committee and office bearers (rules 7.9 – 7.10) and audit reports (rules 12.17 – 12.20)

Audit report or verification statement (12.17 – 12.20)

Defines when an affiliate is required to complete a verification statement or audit. This needs to be read in conjunction with the Definitions (rule 2).

13. By-laws, policies and procedures (13.1 – 13.4)

Provides for the affiliate to implement by-laws, policies and procedures. Broad and appropriate consultation is critical to avoid the use of rule 13.4.

A by-law is used to provide a greater level of detail to a section of the rules of association.

Policies are principle-based documents which guide consistent decision making and processes to support the affiliates rules of association, by-laws, objects and vision.

Procedures provide a greater level of process information, including process steps, to support a by-law, policy or to provide a consistent approach.

14. Alteration of the rules (14.1 – 14.2)

The procedure on how the rules of association can be amended.

15. Documents (15.1)

Storage requirements for the affiliate's records.

16. Contracts and execution of documents (16.1 – 16.2)

This has 2 parts, the use of a common seal if the affiliate has one, and how contracts are to be executed (signed).

It is no longer a requirement under the Act for an associated affiliate to have a common seal.

17. Winding up (17.1 – 17.3)

How an affiliate is to be closed and how any surplus assets are distributed. Surplus assets must be distributed to another affiliate or entity with similar objects.

Mapping to Legislation and Regulation

Legislative ¹⁰ requirements (Section number and heading)		Relevant rule in the model constitution
25	General powers	4.1 - 4.3 7.28 - 7.31
26	Ultra vires transactions	10.1, 10.2
28	Contracts and execution of documents	16.1, 16.2
29	Incorporated association's name to include 'incorporated' and be in English characters	1
31	Registered name on common seal	16.1
46	Rules of incorporated association on registration (2) (a) the rules of the incorporated association consist of— (i) the association's registered name; and (ii) the objects for the association stated in the application for incorporation of the association; and	1 3
47A	Grievance procedure	6.32, 6.33
Part 5, Division 2 Amending rules		14.1, 14.2
53	Secretary must make rules available to members if asked	7.35
54	Form in which rules must be kept	7.35
55	Annual general meetings	11.33 – 11.36
56	Meetings using communication technology	7.39, 7.40 11.15 – 11.17
57	Management committee to ensure association complies with its rules for meetings	7.38, 7.41 - 7.44 11.1 – 11.5 11.27 – 11.30
57A	Minimum quorum for general meetings	11.6
57B	Inspection of minutes	7.36
58A	Meaning of reportable financial year	12.16
59	Keeping financial records	12.15 15
59A	Preparing annual financial statement	12.2
59AA	Preparing audit report	12.17, 12.18
59AB	Preparing verification statement	12.19
59AC	Particular persons may not prepare audit report or verification statement	12.20
59B	Presenting documents to annual general meeting	11.35
59C	Inspection of financial documents by member	7.36
60	Management committee	7.1 7.29 – 7.33 10.1, 10.2
61	Membership of management committee	7.1, 7.2 – 7.4, 7.6
61A	Eligibility for election to a management committee	6.3, 6.4, 6.6 7.10
62	Election of management committee	7.8, 7.25
63	Meetings of management committee	7.37, 7.45

¹⁰ [Associations Incorporation Act 1981 - Queensland Legislation - Queensland Government](#)

Legislative¹⁰ requirements (Section number and heading)		Relevant rule in the model constitution
63A	Meetings by using communication technology	7.39, 7.40
64	Tenure of members of management committee	6.18 – 6.21 7.4, 7.5
66	Management committee to ensure association has appropriate person as secretary	7.11 – 7.18
67	Management committee may appoint or remove secretary at any time	7.11 – 7.16 7.22 – 7.24
68	Notification of certain office holders	7.11
69	Office of secretary	7.17 – 7.24
69A	Functions of secretary	7.34 – 7.36
70	Public liability insurance generally	7.32
70A	Particular incorporated associations must have public liability insurance	7.32
70B	Disclosure of material personal interest	7.42
70C	Voting on matter in which member has material personal interest	7.42 9.6, 9.7 11.26
70D	Disclosure of remuneration and other benefits	9.12
70E	Duty of care and diligence	9.1, 9.2
70F	Duty of good faith	9.3
70G	Use of position	9.4
70H	Use of information	9.5
70I	Duty to prevent insolvent trading	9.8, 9.9
70J	Reliance on information or advice	9.10, 9.11
71	Rights of members	6.15 (a), 6.16 6.21
92	Distribution of surplus assets	17.3
92A	Application for cancellation of incorporation	17.2

Regulatory¹¹ requirements (Section number and heading)		Relevant rule in the model constitution
10	Keeping financial institution account	12.3
11	Cheques issued by association	12.7 – 12.11
15	Responsibility of management committee member	7.29
Schedule 3 Matters for rules		
Part 1 Matters with examples		
1	The name of the incorporated association.	1
2	The objects of the incorporated association.	3
3	Any membership or other fees to be paid by the members of each class of membership of the incorporated association	6.9, 6.10
4	Whether or not there is a right of rejection or termination of membership and if so, the way the rejection or termination is decided	6.14 – 6.16 6.18 – 6.22

¹¹ [Associations Incorporation Regulation 1999 - Queensland Legislation - Queensland Government](#)

Regulatory¹¹ requirements (Section number and heading)	Relevant rule in the model constitution
5 Whether or not there is a right of appeal against rejection or termination of membership and if so, how the right of appeal may be exercised.	6.23 – 6.25
6 The recording of minutes of proceedings of management committee meetings and general meetings, and inspection of the minutes of a general meeting by financial members.	7.53 7.36 11.45
7 The verification of the accuracy of the recorded minutes of meetings.	7.54 11.46
8 The amendment or rescission of, or addition to, the rules of the incorporated association.	14.1
9 The validation of an amendment or rescission of, or addition to, the rules of the incorporated association.	14.2
10 The way the income and property of the incorporated association may be used.	12.1
11 The custody of the books, documents, instruments of title and securities of the incorporated association.	15.1
12 The end date of the incorporated association’s financial year.	12.16
13 Distribution of surplus assets on winding-up.	17.3
Schedule 3 Matters for rules Part 2 Matters without examples	
1 The following matters about membership— (a) the classes of membership of the incorporated association; (b) the conditions of entry to a class; (c) whether membership of a class is limited or unlimited in numbers; (d) how a class is limited, if at all, and additional limitations of rights for a class, for example, voting rights and eligibility for holding office.	6.3 – 6.7 6.1, 6.3(a), 6.4(a,b), 6.5(a,b), 6.6(a,b,c), 6.7(a,b,c,d,e) 6.2 6.5(c), 6.6(d,e,f,g), 6.7(d,e,f,g)
2 The following matters about the management committee— (a) the designation of the positions constituting the management committee and how a member of the management committee is elected or appointed to a position; (b) the term of office of a member; (c) the resignation of a member; (d) how a member is removed from office;	7.2, 7.3, 7.4 7.8, 7.9 7.11 – 7.16 7.4, 7.5 7.17, 7.18 7.19 – 7.21

Regulatory¹¹ requirements (Section number and heading)	Relevant rule in the model constitution
(e) appeal rights of a member if the member is removed from office;	7.20(b)
(f) how a casual vacancy on the management committee is filled;	7.25 – 7.27
(g) the frequency of meetings of the management committee, how the meetings are called and the notice requirements for a meeting;	7.37, 7.38
(h) the procedure for meetings and the size of a quorum;	7.41 – 7.47
(i) the functions and powers of the management committee.	7.28 – 7.33
3 The following matters about general meetings of the incorporated association—	
(a) the grounds for calling a meeting;	11.1, 11.27, 11.28
(b) how a meeting is called;	11.4, 11.5, 11.29, 11.30
(c) the procedure for general meetings.	11.6 – 11.26, 11.31 – 11.44
4 How the register of members is kept	6.26, 6.27, 6.28
5 The way the income and property of the incorporated association is to be managed and how the association’s cheques must be drawn and signed	12.1 – 12.15
6 For an incorporated association with a common seal—the form, custody and use of the common seal	16.1, 16.2
Schedule 4 Model rules	
1 Interpretation	2
2 Name	1
3 Objects	3
4 Powers	4
5 Classes of members	6.2 – 6.7
6 Automatic membership	6.8
7 New membership	6.11, 6.12
8 Membership fees	6.9, 6.10
9 Admission and rejection of new members	6.11 – 6.16
10 When membership ends	6.18 – 6.22
11 Appeal against rejection or termination of membership	6.23 – 6.25
12 General meeting to decide appeal	11.27
13 Register of members	6.26 – 6.28
14 Prohibition on use of information on register of members	6.29, 6.30
15 Appointment or election of secretary	7.11 – 7.16
16 Removal of secretary	7.19 – 7.21, 7.22 – 7.24
17 Functions of secretary	7.34 – 7.36
18 Membership of management committee	7.2 – 7.5
19 Electing the management committee	7.8 – 7.10

Regulatory¹¹ requirements (Section number and heading)		Relevant rule in the model constitution
20	Resignation, removal or vacation of office of management committee member	7.17 – 7.21
21	Vacancies on management committee	7.25 – 7.27
22	Functions of management committee	7.28 – 7.33
23	Meetings of management committee	7.37 – 7.44
24	Quorum for, and adjournment of, management committee meeting	7.45 – 7.47
25	Special meeting of management committee	7.48 – 7.52
26	Minutes of management committee meetings	7.53, 7.54
27	Appointment of subcommittees	8.1 – 8.9
28	Acts not affected by defects or disqualifications	10.1, 10.2
29	Resolutions of management committee without meeting	7.55 – 7.57
30	First annual general meeting	11.33
31	Subsequent annual general meetings	11.34
31A	Management committee members to be elected at annual general meeting	7.8 (a) 11.35 (d)
32	Other business for annual general meeting of large incorporated associations and particular medium and small incorporated associations	11.35 11.17 – 12.19
33	Other business for annual general meeting of other medium incorporated associations	11.35 12.17 – 12.19
34	Other business for annual general meeting of other small incorporated associations	11.35 12.17 – 12.19
35	Notice of general meeting	11.1 – 11.5
36	Quorum for, and adjournment of, general meeting	11.6 – 11.14
37	Procedure at general meeting	11.5 – 11.18
38	Voting at general meeting	11.19 – 11.26
39	Special general meeting	11.27 – 11.32
40	Proxies	11.37 – 11.44
41	Minutes of general meetings	11.45 – 11.46
42	By-laws	13.1 – 13.4
43	Alteration of rules	14.1, 14.2
45	Funds and accounts	12.3 – 12.15
46	General financial matters	12.1, 12.2
47	Documents	15
48	Financial year	12.6
49	Distribution of surplus assets to another entity	17.3

Dogs Queensland Office:
247 King Avenue
DURACK QLD 4077

Dogs Queensland Postal Address:
P.O. Box1136, MT OMMANEY QLD 4074

Telephone:
(07) 3252 2661

Email:
info@dogsqueensland.org.au

Website:
www.dogsqueensland.org.au

Dogs Queensland Sports Grounds
247 King Avenue, Durack QLD 4077
www.dogsqueensland.org.au

