

DRAFT

as at 30/10/07

CONSTITUTION

MINERALOGICAL SOCIETY OF QUEENSLAND INC.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

1. NAME

The name of the Organisation is “MINERALOGICAL SOCIETY OF QUEENSLAND INC.”

2. DEFINITIONS

(a) In these rules, unless the contrary intention appears:-

- (i) “Committee” means the Management Committee of the Society.
- (ii) “Member” means a member of the Society.
- (iii) “The Act” means the Associations Incorporation Act 1981.
- (iv) “Society” means the Mineralogical Society of Queensland Inc.

(b) Any reference in these rules to gender implies both masculine and feminine.

3. OBJECTS

(a) The objects of the Society are set out hereunder:

- (i) To advance mineralogy both as a science and as an art.
- (ii) To disseminate knowledge of minerals, their occurrence and associations.
- (iii) To increase knowledge of related fields of earth sciences, from a mineralogically oriented viewpoint.
- (iv) To keep members abreast of new developments in mineralogy.
- (v) To promote an appreciation of the scientific, aesthetic and heritage value of fine mineral specimens to the general public.
- (vi) To promote the proper care and preservation of mineral specimens.
- (vii) To promote the conservation of the geologically unique and the environment in general.
- (viii) To provide a means of contact between professionals and amateurs in the various fields of earth sciences.
- (ix) To foster co-operation and understanding between individuals, organisations with similar interests and professional individuals and institutions in the field of mineralogy.
- (x) To provide a forum for debate and discussions on matters relating to mineralogy.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (b) To facilitate the pursuance of the objects of the Society as set out in Clause 3(a), the Society shall establish and maintain a mineralogical museum.

4. MEMBERSHIP

- (a) Every person who at the date of incorporation of the Society was a member of the unincorporated Society and who, on or before the 26th day of June 1990, agrees to become a member of the Society shall be admitted by the Management Committee to the same class of membership of the Society as that member held in the unincorporated Society.
- (b) Any person is eligible to apply in the terms of these rules, for membership of the Society.
- (c) Application for membership shall be made in writing, signed by the applicant, and shall be in such form and contain such requirements as the Management Committee from time to time prescribes.

5. CLASSES OF MEMBERSHIP

- (i) **ORDINARY:** Adult Members (over 15 years of age).
- (ii) **FAMILY:** Two adults and any number of their children.
- (iii) **COUNTRY:** Those members whose residence is beyond 100 kms from the Brisbane CBD.
- (iv) **STUDENT:** Any full time student under the age of 25 years.
- (v) **LIFE:** There will be no life memberships.

6. MEMBERSHIP FEES

- (a) No joining fee or re-joining fee will apply.
- (b) Annual membership fees shall be as decided at an Annual General Meeting or at a Special General Meeting.
- (c) Annual subscriptions are due and payable on July 1, each year. A member shall be non-financial if fees are not paid by August 31, following the due date. Any person joining from January 1 is automatically a member for that financial year. Such person is entitled to all rights and privileges of the Society, but does not have voting rights until the Annual General Meeting in the calendar year following joining.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

7. ADMISSION AND REJECTION OF MEMBERS

- (a) At the next meeting of the Management Committee after the receipt of any application and the 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.
- (b) The Management Committee must ensure that, as soon as possible after the person applies to become a member of the Society, and before the Management Committee considers the person's application, the person is advised –
 - (i) whether or not the Society has public liability insurance; and
 - (ii) if the Society has public liability insurance – the amount of the insurance.
- (c) Any applicant who receives a majority of the votes 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.
- (d) Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- (e) If an application is rejected the applicant may present only one more application for membership at a later date.

8. TERMINATION OF MEMBERSHIP

- (a) A member may resign from the Society at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice in which case it shall take effect on that later date.
- (b) Membership will be terminated if a member:
 - (i) is convicted of an indictable offence; or
 - (ii) fails to comply with any of the provisions of these rules; or
 - (iii) has membership fees in arrears for a period of two months or more; or
 - (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Society as decided by the Management Committee.
- (c) The Member concerned shall be given full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Management Committee.
- (b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by him of such notice, a Special General Meeting (refer 22(c)) to determine the appeal. At any such Special General Meeting the applicant shall be given the opportunity to fully present his 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. The appeal shall be determined by the vote of the members at such meeting.
- (c) 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 Secretary shall forthwith refund the amount of any fee paid.

10. EXPULSION

A Member may be expelled from membership of the Society by the Management Committee, if in the opinion of the Management Committee, after affording such member an opportunity of offering the Management Committee an explanation of his conduct either verbally or in writing as the Management Committee may decide, the conduct of the member is such as to be detrimental to the best interests of the Society. No appeal will be allowed.

11. REGISTER OF MEMBERS

- (a) The Management Committee shall cause a register to be kept in which shall be entered:-
 - (i) The names and residential addresses of all persons admitted to membership of the Society and the date of their admission.
 - (ii) The date of death or time of resignation of the member.
 - (iii) Details about the termination or reinstatement of membership.
 - (iv) Any other particulars the Management Committee or the members at an Annual General Meeting decide.
- (b) The register shall be open for inspection by any member who applies in writing giving at least seven days notice to the Membership Secretary for such inspection.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

12. MEMBERSHIP OF MANAGEMENT COMMITTEE

- (a) The Management Committee of the Society shall consist of a President, Vice President, Secretary, Treasurer and Membership Secretary, all of whom shall be members of the Society, and such number of other members as the members of the Society at any Annual General Meeting or Special General Meeting may from time to time elect.
- (b) No Management Committee member shall be appointed to any salaried office of the Society or any office of the Society paid by fees and no remuneration or other benefit in money or money's worth shall be given by the Society to any member of the Management Committee except repayment of out-of-pocket expenses, interest at a rate not exceeding interest at the rate for time being charged by bankers in Brisbane for money lent to the Society and reasonable and proper rent for Premises let to the Society.
- (c) All members of the Management Committee shall hold office until the Annual General Meeting next after the date of their election.
- (d) At the Annual General Meeting of the Society, all members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (e) The election of members of the Management Committee shall take place in the following manner:-
 - (i) Any member of the Society shall be at liberty to nominate any member, including himself, to serve as a member of the Management Committee.
 - (ii) The nomination, which shall be in writing and signed by the nominee and the proposer, shall be lodged with the Secretary at least 48 hours before the Annual General Meeting at which the election is to take place. The nominee may decline to accept the nomination.
 - (iii) 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.
 - (iv) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor.
 - (v) In the event of more nominations being received than vacancies exist, a secret ballot will be held. Such secret ballot will be conducted in the manner prescribed in Clause 34(b).

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

13. VACATION OF OFFICE – MANAGEMENT COMMITTEE MEMBER

The office of a member of the Management Committee shall become vacant:

- (a) Upon his decease;
- (b) If he becomes mentally ill or a person whose estate is liable to be dealt with, in any way, under the law relating to mental health;
- (c) If he resigns his office by giving notice in writing to the Secretary but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice in which case it shall take effect on that later date;
- (d) If he is absent for more than three months without leave of the Management Committee from meetings of the Management Committee held during that period;
- (e) If he ceases to be a Member of the Society;
- (f) Upon a resolution being passed by a three-fourths majority of Members present at a properly constituted Special General Meeting especially called for the purpose to remove him from office.

14. VACANCIES ON MANAGEMENT COMMITTEE

The Management Committee shall have power at any time to appoint any member of the Society to fill any casual vacancy on the Management Committee until the next Annual General Meeting, provided that the member subject to appointment, agrees to the appointment.

15. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- (a) Except as otherwise provided by these Rules and subject to resolution of the members of the Society carried at any Annual General Meeting or Special General Meeting the Management Committee:
 - (i) shall have the general control and management of the administration of the affairs, property and funds of the Society; and
 - (ii) shall have authority to interpret the meaning of these Rules and any matter relating to the Society on which these Rules are silent.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (b) The Management Committee may exercise all the powers of the Society:
 - (i) to borrow or raise or secure the payment of money in such manner as the members of the Society 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 Society in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Society's property, both present and future, and to purchase, redeem or pay off any such securities;
 - (ii) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, 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 Society, and to provide and pay off any such securities; and
 - (iii) to invest in such manner as the members of the Society may from time to time determine.

16. MEETINGS OF MANAGEMENT COMMITTEE

- (a) The Management Committee shall meet at least once in every two calendar months to exercise its functions.
- (b)
 - (i) A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed by not less than two 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.
 - (ii) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
 - (iii) For normal meetings of the Management Committee, the Secretary shall advise members of the Management Committee by way of the Society's Newsletter or verbally at a Members Meeting of the date of the next Management Committee Meeting.
- (c) At every meeting of the Management Committee a number equal to half of the number of members elected to the Management Committee as at the close of the last Annual General Meeting of the members, shall constitute a quorum. Should a fraction occur the next higher number will be used.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (d) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
- (e) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Society in which he is interested, or any matter arising therefrom.
- (f) The President shall preside as Chairman at every meeting of the Management Committee, or if at any meeting he is not present within fifteen minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members shall choose one of their number to be Chairman of the meeting.
- (g) 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. In any other case it shall stand adjourned to the same day in the next month at the same time and place, or to such other day and at such other time and place as the Management Committee members present at the meeting 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.

17. SUB-COMMITTEES

- (a) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Society as the Management Committee thinks fit. Any sub-committees 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.
- (b) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within fifteen minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.
- (c) A sub-committee may meet and adjourn as it thinks proper. 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.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

18. MANAGEMENT COMMITTEE ACTIONS

All acts done by any meeting of the Management 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.

19. MANAGEMENT COMMITTEE – RESOLUTIONS

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. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

20. FINANCIAL YEAR

The financial year of the Society shall conclude on June 30th.

21. ANNUAL GENERAL MEETING

- (a) The Society shall in each calendar year convene an Annual General Meeting of its members, such meeting to be held not later than three months after the end of the financial year.
- (b) The Annual General Meeting shall be held on such day as the Management Committee determines.
- (c) The Annual General Meeting shall be specified as such in the notice convening it.
- (d) The business to be transacted at every Annual General Meeting shall be:-
 - (i) the receiving of the Management Committee's report and the statement of income and expenditure, assets liabilities and mortgages, charges and securities affecting the property of the Society for the preceding financial year, signed by the Society's President or Treasurer.
 - (ii) the election of members of the Management Committee.
 - (iii) the appointment of a patron or patrons if desired.
 - (iv) the appointment of a representative from the Society to act as a Trustee on behalf of the Society to the Minerals Heritage Museum. Such appointment shall be for a period of not less than two years.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (e) The Annual General Meeting may transact other business only if notice of such other business is given in the notice convening the Annual General Meeting.
- (f) A member desiring to bring any business before an Annual General Meeting must give notice of that business in writing to the Secretary at least one calendar month before the date of the next Annual General Meeting. The Secretary shall include that business in the notice calling the next Annual General Meeting after the receipt of such notice.
- (g) The Secretary of the Society shall, at least 14 days before the date fixed for holding the Annual General Meeting of the Society, cause to be sent to each member of the Society at his address appearing in the register of members, a notice by prepaid post stating the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (h) At an Annual General Meeting the number of members required to constitute a quorum shall be at least the number of members elected to the Management Committee at the close of the Society's last Annual General Meeting plus one.

22. SPECIAL GENERAL MEETING

The Secretary shall convene a Special General Meeting:-

- (a) when directed to do so by the Management Committee; or
- (b) upon being given a written request signed by –
 - (i) at least 33% of the number of members of the Management Committee when the request is signed; or
 - (ii) at least the number of ordinary members of the Society equal to the number of members of the Society on the Management Committee when the request is signed plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
- (c) on being given 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.
- (d) any Special General Meeting shall be held within a period of one month from the date of receipt by the Secretary of the request to hold it.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (e) the Secretary of the Society shall, at least 14 days before the date fixed for holding a Special General Meeting of the Society, cause to be sent to each member of the Society at his address appearing in the register of members, a notice by prepaid post stating the place, date and time of the Special General Meeting and the nature of the business to be transacted at the meeting.
- (f) At a Special General Meeting the number of members required to constitute a quorum shall be at least the number of members elected to the Management Committee at the close of the Society's last Annual General Meeting plus one.

23. MEMBERS MEETINGS

- (a) The Management Committee shall arrange regular meetings throughout the year, to be called Members Meetings, for the purpose of pursuing the objects of the Society in accordance with Clause 3, to provide members with a summarised report of proceedings at Management Committee Meetings and to act as a forum for discussion on matters of interest to Society members.
- (b) In review of the reasons for holding Members Meetings as outlined in Clause 23(a), a Members Meeting is at liberty to proceed regardless of the number of members present provided that at least three Management Committee members are present and that the President shall preside as Chairman of every Members Meeting or, if at any Members Meeting he is not present within fifteen minutes after the time appointed for holding the meeting, the Vice President shall be Chairman or if the Vice President is not present at the Members Meeting then the members may choose any other Management Committee member who is present to be Chairman of the Members Meeting.
- (c) If any business which may result in the necessity for members to vote, is conducted at a Members Meeting, the number of members required to constitute a quorum shall be at least the number of members elected to the Management Committee at the close of the Society's last Annual General Meeting plus one.
- (d) Notice of a Members Meeting shall be deemed to have been given by the issuing to each member of the Society a copy of the Newsletter which shall detail the forward programme of such Members Meeting.

24. PROCEDURES AT MEETINGS

- (a) The President shall preside as Chairman at every Annual General Meeting, Special General Meeting or Members Meeting of the Society, but if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice President shall be Chairman or if the Vice President is not present at the meeting then the members may elect one of their number to be Chairman of the meeting: except as provided in Clause 22(b). A simple majority will suffice in the election of a Chairman in these circumstances.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (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. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an Annual General Meeting or a Special General Meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of any business to be transacted at an adjourned meeting.
- (c) At any meeting a resolution put to a vote at the meeting shall be decided on a show of hands, unless a Poll is (before or on the declaration of the result of the show of hands) demanded by the Chairman or by at least one third of the members present. Unless a poll is so demanded a declaration by the Chairman that a resolution has, on a show of hands, been carried or carried unanimously, or by particular majority, or lost, and an entry to that effect shall be recorded in the minutes of the proceedings at the meetings of the Society shall each be conclusive evidence of the fact without proof of the number or proportion of votes recorded in favour of or against the resolution.
- (d) If a poll is duly demanded it shall be taken in such manner and either at once or after an interval of adjournment or otherwise as the Chairman directs and the result of the poll shall be the resolution of the meeting at which the poll was demanded, but a poll demanded on the election of a Chairman or on a question of adjournment shall be taken forthwith.
- (e) In the case of an equality of votes, whether on a show of hands or on poll, the question shall be deemed to be decided in the negative.
- (f) Each member present and voting at a meeting of the Society shall have one vote.

25. FUNDS

The Treasurer of the Society:-

- (a) shall collect, receive and promptly bank to the credit of the Society's bank account all moneys due to the Society and make all payments authorised by the Society; and
- (b) shall keep correct accounts and books showing the financial affairs of the Society with full details of all receipts and expenditure connected with the activities of the Society.
- (c) within 6 months after the end date of each financial year the members of the Management Committee must ensure:-
 - (i) that a financial statement for the Society's last reportable year is prepared.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (ii) that the financial statement and a statement signed by the Society's President or Treasurer that states the Society keeps financial records that properly record the Society's income and expenditure and dealings with its assets and liabilities, is presented to the Annual General Meeting of the Society for adoption.
- (iii) within 1 month after the financial documents are presented to the Society's Annual General Meeting the following must be lodged with the Chief Executive:-
 - a. a copy of the financial statement for the reportable financial year as adopted at the Society's Annual General Meeting, signed and dated by the President or the Treasurer of the Society.
 - b. The accounts and books referred to in sub-clauses 25(b) shall be available for inspection by members.
 - c. All payments shall be paid by cheque. Cheque signatories shall be any two of the President, Vice President, Secretary or Treasurer.
 - d. The income and property of the Society whencesoever derived, shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Society provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Society or otherwise owing by the Society to him or remuneration to any officers or servants of the Society or to any member of the Society or other person in return for any services actually rendered to the Society, provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out-of-pocket expenses, money lent, reasonable and proper charges for goods hired by the Society or reasonable and proper rent for premises demised or let to the Society.

26. AUTHORISATION OF ACCOUNTS

All accounts shall be presented to and passed for payment at a Management Committee Meeting and full details of all such approvals shall be recorded in the minutes of that Management Committee Meeting.

27. HONOURS AND AWARDS

The Management Committee shall recommend and, with the approval by a resolution adopted by a simple majority of members present and voting at any meeting, confer during the year such honour and awards as deemed appropriate.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

28. MINUTES

The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting, Annual General Meeting and Special General Meeting, to be recorded and be open for inspection by, at any reasonable time, any financial member who previously applies to the Secretary for that inspection. 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 Chairman of that meeting verifying their accuracy. Similarly, the minutes of every Annual General Meeting or Special General Meeting shall be signed by the Chairman of that meeting.

29. DISSOLUTION

- (a) The Society shall be dissolved in the event of membership of less than 3 persons or upon the vote of a three-fourths majority of members present at a Special General Meeting convened to consider such question.
- (b) Upon a resolution being passed in accordance with paragraph (a) of this rule, all assets and funds of the Society on hand shall, after the payment of all expenses and liabilities, be handed over to such other organisation(s) with similar objectives as the Mineralogical Society of Queensland as may be decided by a simple majority of the members. Such organisation(s) must have eligibility from the Australian Tax Office of tax deductibility under Section 78(1)(a) of the Income Tax Assessment Act.

30. NOTICES

- (a) A notice may be given to any member either personally or by sending it by post to him at his address registered with the Society or if he has no registered address, to the place of abode of the member last known to the Management Committee. When a notice is sent by post, service of the notice shall be deemed to be effected by properly addressing, prepaying and posting a letter or an envelope containing the notice and to have been effected, in the case of the notice of a meeting, on the day after the date of its posting, and in any other case, the time at which the letter would be delivered in the ordinary course of the post.
- (b) If more than one member resides at an address, a notice may be deemed to have been sent to all members at that address if the notice is sent to any member residing at that address.

31. SEAL

- (a) The Common Seal of the Society shall be kept in the custody of the Secretary.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (b) The common Seal shall not be affixed to any instrument except by the authority of the Management Committee, and the affixing of the Common Seal shall be attested by the signatures either of two members of the Management Committee or of one member of the Management Committee and the Secretary or Treasurer.

32. CUSTODY OF RECORDS

Except as otherwise provided in these rules, the Secretary and Treasurer shall keep in their custody or under their control all books, documents and securities of the Society as relevant to their position on the Management Committee.

33. PUBLIC OFFICER

The Secretary of the Society shall perform the duties of Public Officer as described by the Act, unless an appointment is made to the position of Public Officer by Members of the Society at an Annual General Meeting.

34. VOTING

- (a) Every member present shall be entitled to one vote and in the case of an equality of votes the question shall be deemed to be decided in the negative. Provided that no members shall be entitled to vote at any Annual General Meeting if his annual subscription is more than one month in arrears at the date of the meeting.
- (b) Voting shall be by show of hands or a division of members, unless not less than one third of the members present demand a ballot, in which case there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.
- (c) 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.
- (d) The instrument appointing a proxy shall be in writing, in the common or usual form. A proxy may but need not be a member of the Society. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.
- (e) 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.

**CONSTITUTION
MINERALOGICAL SOCIETY OF QUEENSLAND INC.**

DRAFT

- (f) 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 as near thereto as circumstances permit.

35. BY-LAWS

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 Society and any by-law may be set aside by an Annual General Meeting or a Special General Meeting.

36. ALTERATION OF RULES

Subject to the provision of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at a Special General Meeting or at an Annual General Meeting. Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the appropriate government department.

MINERALOGICAL SOCIETY of QUEENSLAND Inc.



PROXY FORM

I,.....of.....

being a member of the abovementioned Society, hereby appoint

.....or.....

as my proxy to vote for me on my behalf at the Annual General Meeting of the Society, to be held atand at any adjournment thereof.

Signed this.....day of.....20....

.....
(Signature)

Voting directions to your proxy – mark to indicate your directions.

	For	Against	Abstain
Item 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 4	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 6	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 8	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Item 12	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>