

## THE RULES OF QUEENSLAND CRICKET SCORERS' ASSOCIATION INC.

---

### **NAME**

1. The name of the incorporated association is QUEENSLAND CRICKET SCORERS' ASSOCIATION Inc. (hereinafter called "the association").

### **OBJECTS**

2. The objects of the association are:
  - (a) to assist in the promotion, interest and advancement of the game of cricket as controlled by Queensland Cricket;
  - (b) to supply qualified scorers to officiate at cricket matches as required from time to time by Queensland Cricket;
  - (c) to cultivate a high standard of efficiency and to maintain the dignity of the position of scorer;
  - (d) to advance and protect the interests of all members in any matter deemed necessary by the association;
  - (e) to provide members with facilities or services to enhance their participation as scorers;
  - (f) to disseminate information to other scorers associations in Queensland.

### **CLASSES OF MEMBERS**

3. The members of the association will comprise ordinary members, and any of the following classes of members:
  - (a) associate members;
  - (b) life members.

### **ORDINARY MEMBERS**

4.
  - (a) The ordinary members of the association will comprise persons who possess an adequate knowledge of the laws of cricket and scoring and possess the necessary knowledge and ability to efficiently score the game of cricket, and who will be elected to membership at a general meeting of the association by the affirming vote of the majority present and eligible to vote thereat.
  - (b) The number of ordinary members is unlimited.
  - (c) Ordinary members must meet all requirements of the association in relation to eligibility under section 4(a), including any by-laws relating to accreditation.
  - (d) Ordinary members must meet all requirements under Queensland legislation, including that relating to criminal checks.
  - (e) Ordinary members are eligible to vote at any general meeting, annual general meeting or special general meeting of the association.

### **ASSOCIATE MEMBERS**

5.
  - (a) The associate members of the association will comprise any number of persons who possess a genuine interest in the objects of the association, and who will be elected to associate membership of a general meeting of the association by the affirming vote of a majority present and eligible to vote thereat.
  - (b) Associate members are not entitled to vote at any general meeting, annual general meeting or special general meeting of the association.

### **LIFE MEMBERS**

6.
  - (a) The executive committee may nominate life members in consideration of special services rendered to the association, such nomination to be brought

before the annual general meeting of the association, which alone will have the power to elect such life members.

- (b) Life members will be eligible to exercise all the privileges of the association, including voting at any general meeting, annual general meeting or special general meeting of the association.
- (c) Life members will be supplied with a life members badge.
- (d) No more than 2 life members may be appointed on commencement of these rules, and no more than 1 life member may be appointed in any subsequent year.
- (e) Any member of the association may nominate to the executive committee another individual for life membership. Such nomination and supporting statement must be in writing and delivered to the association no later than 14 days before the date set down for the annual general meeting.

#### **NEW MEMBERS**

- 7. An application for ordinary or associate membership of the association must be:
  - (a) in writing;
  - (b) signed by the applicant; and
  - (c) in the form decided by the executive committee.

#### **MEMBERSHIP FEES**

- 8.
  - (a) The annual subscription for ordinary members of the association will be such amount as may be determined from time to time by the members of the association at an annual general meeting or at any special or ordinary general meeting called for that purpose. The amount so determined at any such meeting will continue to apply until otherwise determined at a subsequent meeting.
  - (b) An associate member will pay an amount so determined at any such meeting.
  - (c) The annual subscription will be paid by all ordinary and associate members on or before 31 October each year. Any member who has not paid the annual subscription by that date will be deemed unfinancial and all privileges of membership will be withdrawn until the member becomes financial.
  - (d) If an ordinary or associate member fails to renew their membership for 3 consecutive years, their membership will be terminated.
  - (e) An ordinary or associate member admitted to the association on or after 1 February in any year will only be required to pay 50% of the current annual subscription, provided that such member was not an ordinary or associate member of the association in the preceding calendar year.
  - (f) New members will pay their subscription forthwith upon being elected as members.

#### **REGISTER OF MEMBERS**

- 9.
  - (a) The executive committee must keep a register of members of the association.
  - (b) The register must include the following particulars for each member:
    - (i) the full name of the member;
    - (ii) the postal or residential address of the member;
    - (iii) the date of admission of the member;
    - (iv) the date of death or time of resignation of the member;
    - (v) details about the termination or reinstatement of membership;
    - (vi) any other particulars the executive committee decides.
  - (c) The register must be available for inspection by members of the association on written application to the secretary.
  - (d) However, the executive committee may, on the application of a member, withhold information about the member (other than the member's full name) from the register available for inspection if the executive committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.
  - (e) A member of the association must not, without the approval of the association, use information obtained from the register of members to

contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes, or disclose such information to someone else knowing that the information is likely to be used for such purposes.

#### **SECRETARY**

10. (a) The secretary must be an individual over the age of 18 years, residing in Queensland, or in another state but not more than 65 kilometres from the Queensland border, who is a member of the association elected by the association as secretary.
- (b) If a vacancy happens in the office of secretary, the members of the executive committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- (c) The secretary is a member of the executive committee.

#### **FUNCTIONS OF SECRETARY**

11. The functions of the secretary of the association include, but are not limited to:
  - (a) calling all meetings of the association, including preparing notices of meetings and of the business to be conducted at the meeting in consultation with the president of the association;
  - (b) attending all meetings of the association and of the executive committee and keeping a correct record of all minutes of such meetings and of all proceedings of the association;
  - (c) keeping copies of all correspondence and other documents relating to the association;
  - (d) ensuring the register of members of the association is maintained.

#### **MEMBERSHIP OF EXECUTIVE COMMITTEE**

12. (a) The executive committee of the association consists of a president, secretary, treasurer and any other members the association elects at a general meeting.
- (b) A member of the executive committee must be a member of the association.
- (c) At each annual general meeting of the association, the members of the executive committee must retire from office, but are eligible, on nomination, for re-election.
- (d) A member of the association may be appointed to a casual vacancy on the executive committee under rule 15.

#### **ELECTION OF EXECUTIVE COMMITTEE**

13. (a) Except as otherwise provided by these rules, the members of the executive committee and other officers of the association will be elected at the annual general meeting each year.
- (b) A written/electronic nomination signed by the person making the nomination is required for all elective offices. Such nominations may be made by a financial member of the association and must be lodged with the secretary at least seven days before the annual general meeting is to be held, and will either be signed by the candidate as a consenting party or be consented to by the candidate in writing.
- (c) If only the number of valid nominations required to fill any offices are received, the chair of the annual general meeting will declare the candidate/s duly elected.
- (d) If more than the required number of valid nominations be received, a ballot or ballots will be taken in accordance with rule 26.
- (e) If fewer than the required number of valid nominations are received, the chair of the annual general meeting will first declare the candidate/s duly elected, and then a majority of those present and eligible to vote may decide by the counting of a show of hands to fill the remaining vacancy or vacancies at that meeting by calling for verbal nominations, or by the taking of a ballot in

accordance with rule 26 if more candidates than are necessary to fill the office be so nominated.

- (e) Should the office not be filled in this manner at that meeting, nominations in accordance with paragraph (b) of this rule will be called for and an election held at the next ensuing general meeting of the association.
- (f) Notice of the calling of nominations and of the closing date and place will be given by the secretary in writing to all members of the association not less than 14 days prior to the date set down for the meeting.

#### **RESIGNATION OR REMOVAL OF EXECUTIVE COMMITTEE MEMBERS**

- 14. (a) A member of the executive committee may resign from the committee by giving written notice of resignation to the secretary.
- (b) Any member of the executive committee may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (c) 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.
- (d) The office of a member of the executive committee will be immediately vacated if the person holding that office:
  - (i) dies; or
  - (ii) becomes bankrupt or compounds with creditors or otherwise takes advantage of the laws in force for the time being relating to bankruptcy; or
  - (iii) is convicted of an offence under the *Associations Incorporation Act 1981* or an indictable offence or an offence punishable on summary conviction for which the person is sentenced to imprisonment, other than in default of payment of a fine; or
  - (iv) has been convicted of an offence on indictment or summarily and sentenced to imprisonment, other than in default of payment of a fine, and the rehabilitation period of 5 years has not expired.

#### **CASUAL VACANCIES**

- 15. (a) If a casual vacancy happens on the executive committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (b) The continuing members of the executive committee may act despite a casual vacancy on the executive committee.
- (c) However, if the number of remaining executive committee members is less than that required for a quorum under rule 18, the continuing members may act only to:
  - (i) increase the number of executive committee members to the number required for a quorum; or
  - (ii) call a general meeting of the association.

#### **FUNCTIONS AND RESPONSIBILITIES OF EXECUTIVE COMMITTEE**

- 16. (a) Subject to these rules or a resolution of the members of the association carried at a general meeting, the executive committee has the general control and management of the administration of the affairs, property and funds of the association.
- (b) The executive committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the *Associations Incorporation Act 1981*, including any regulation made under the Act.
- (c) Members of the executive committee must carry out their functions in the best interests of the association, and with due care and diligence.

- (d) Members of the executive committee have a duty to prevent the association from incurring a debt if there are reasonable grounds to expect that the association is insolvent or will become insolvent if the debt is incurred.
- (d) An executive committee member must not use their position, or information obtained from their position, to gain a benefit or material advantage for themselves or another person or to cause detriment to the association.
- (e) Members of the executive committee must disclose when they have material personal interests in a matter. The member will not be able to be present at the meeting or vote on the matter unless permitted to do so by the executive committee.

#### **MEETINGS OF EXECUTIVE COMMITTEE**

- 17. (a) Subject to this rule, the executive committee may meet and conduct its proceedings as it considers appropriate.
- (b) The executive committee must meet at least once every 4 months to exercise its functions.
- (c) The executive committee must decide how a meeting is to be called.
- (d) Notice of a meeting is to be given in the way decided by the executive committee.
- (e) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (f) The president is to preside as chair at an executive committee meeting.
- (g) If there is no president or if the president is not present within 10 minutes after the time fixed for an executive committee meeting, the members may choose 1 of their number to preside as chair at the meeting.
- (h) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each executive committee meeting are entered in a minute book.

#### **QUORUM FOR MEETINGS OF EXECUTIVE COMMITTEE**

- 18. (a) At an executive committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members forms a quorum.
- (b) If there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

#### **APPOINTMENT OF SUBCOMMITTEES**

- 19. (a) The executive committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.
- (b) A subcommittee may meet and adjourn as it considers appropriate.

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

- 20. An act done by the executive committee, a subcommittee or a person acting as a member of the executive committee is taken to be validly performed, even if the act was performed when there was a defect in the appointment of a member of the executive committee, subcommittee or person acting as a member of the executive committee, or that they were disqualified from being a member.

#### **ANNUAL GENERAL MEETINGS**

21. (a) The annual general meeting of the association, which will be deemed to be the first meeting of the season, must be held within 3 months after the end of the association's previous financial year.
- (b) At least 14 days notice of the annual general meeting must be given by the secretary by circular addressed to each member specifying the business to be transacted at that meeting and the time and place of the meeting.
- (c) The regular business of the annual general meeting will be:
- (i) to receive the association's financial statement and a statement signed by the association's president or treasurer that states the association keeps financial records in a way that properly records the association's income and expenditure and dealings with its assets and liabilities;
  - (ii) to present the financial statement and signed statement to the meeting for adoption;
  - (iii) to elect the members of the executive committee; and
  - (iv) to transact such other business as may be properly brought to the meeting.

### **GENERAL MEETINGS**

22. (a) General meetings of the association will be held for the transaction of general business at least once every second calendar month during the Queensland cricket season.
- (b) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (c) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (d) The executive committee may decide the way in which the notice must be given.
- (e) However, notice of the following meetings must be given in writing:
- (i) a meeting called to hear and decide the appeal of a person against the executive committee's decision to reject the person's application for membership of the association or terminate the person's membership of the association;
  - (ii) a meeting called to hear and decide a proposed special resolution of the association.
- (f) A notice of a general meeting must state the business to be conducted at the meeting.

### **QUORUM FOR GENERAL MEETINGS**

23. (a) At a general meeting, the quorum is at least the number of members elected or appointed to the executive committee at the close of the association's last general meeting plus 1.
- (b) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (c) If there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

### **PROCEDURE AT GENERAL MEETINGS**

24. (a) A member who is eligible to vote at a meeting of the association may take part and vote in a general meeting in person, by proxy or by attorney.
- (b) A member who participates in a meeting as mentioned in subrule (a) is taken to be present at the meeting.
- (c) The president is to preside as chair, and must conduct the meeting in a proper and orderly way.
- (d) If there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chair of the meeting.

### **VOTING**

25. (a) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present and eligible to vote at the meeting.
- (b) Each member present and eligible to vote is entitled to 1 vote only, and if the votes are equal, the chair has a casting vote as well as a primary vote.
- (c) If at least 20% of the members present demand a secret ballot, voting must be by secret ballot under rule 26.

### **BALLOTS**

26. (a) Where a ballot is required, the chair will announce the office and the names of the eligible candidates and appoint 2 scrutineers (not candidates in the case of a ballot for elective offices) to conduct the ballot. Scrutineers may exercise the votes to which they may be entitled in the ballot.
- (b) Ballot papers will be distributed by the scrutineers to each person eligible to vote in the election.

### **SPECIAL GENERAL MEETINGS**

27. (a) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after:
- (i) being directed to call the meeting by the executive committee; or
  - (ii) being given a written request signed by at least 33% of the number of members of the executive committee when the request is signed or at least the number of ordinary members of the association equal to double the number of members of the executive committee when the request is signed plus 1; or
  - (iii) being given a written notice of an intention to appeal against the decision of the executive committee to reject an application for membership or terminate a person's membership.
- (b) A notice calling for a special general meeting must state why the special general meeting is being called and the business to be conducted at the meeting.
- (c) A special general meeting must be held within 3 months of the secretary receiving the direction, request or appeal outlined in subrule (a).

### **MINUTES OF GENERAL MEETINGS**

28. (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered in a minute book.
- (b) To ensure the accuracy of the minutes:
- (i) the minutes of each general meeting must be signed by the chair of the meeting, or the chair of the next general meeting, verifying their accuracy; and
  - (ii) the minutes of each annual general meeting must be signed by the chair of the meeting, or the chair of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.
- (c) The minutes of any general meeting will be submitted for confirmation at the next ordinary general meeting of the association.
- (d) If asked by a member of the association, the secretary must, within 28 days after the request is made, make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place, and give the member copies of the minutes of the meeting.

### **BY-LAWS**

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

### **ALTERATION OF RULES**

30. (a) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (b) However, an amendment, repeal or addition is valid only if it is registered by the chief executive under the Act.

### **RULES OF CONDUCT**

31. When appointed to authorised fixtures, scorers must abide by any code of conduct published for the association.

### **INFRINGEMENT OF RULES**

32. (a) Should any member refuse to abide by the rules and lawful resolutions of the association or do anything which in the opinion of the association is contrary to the best interests of the association or is charged with any conduct calculated to injure the association or bring it into disrepute, that member will be summoned to appear before the executive committee which, if dissatisfied with the member's explanation will have the power to suspend, expel or otherwise deal with the offender provided always that their action will be subject to the approval of the general meeting and the right of the accused member to appeal to the general meeting.
- (b) A member who has been suspended or expelled in accordance with this Rule will not be readmitted to membership without the consent of two-thirds of those present at a general meeting called for that purpose.

### **FUNDS AND ACCOUNTS**

33. (a) The funds of the association must be kept in the name of the association in a financial institution decided by the executive committee.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (c) All amounts must be deposited as soon as practicable after receipt in the financial institution.
- (d) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.
- (e) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the president, secretary, treasurer or other member authorised from time to time by the executive committee.
- (f) However, 1 of the 2 persons who signs the cheque must be the president, secretary or treasurer.
- (e) Cheques must be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recoupments.
- (f) The executive committee will determine the amount of petty cash that will be kept on the imprest system.
- (g) All expenditure must be approved or ratified at an executive committee meeting.



- (h) As soon as practicable after the end of each financial year, the treasurer must ensure a financial statement is prepared.
- (i) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

#### **DOCUMENTS**

- 34. (a) The executive committee must ensure the safe custody of books, documents, instruments of title and securities of the association.
- (b) The association will not use a common seal when executing documents.

#### **FINANCIAL YEAR**

- 35. The end date of the association's financial year is 30 June each year.

#### **DISSOLUTION OF ASSOCIATION**

- 36. (a) The association may not be dissolved without the consent of at least 75% of the members present and eligible to vote at a special general meeting called for that purpose.
- (b) However, the association will be dissolved in the event of the membership being less than 5 persons.
- (c) If, upon dissolution or winding up of the association, there remain surplus assets, the surplus assets must not be distributed among the members of the association.
- (d) The surplus assets must be given to another entity having objects similar to the association's objects, the rules of which prohibit the distribution of the entity's income and assets to its members.