



By-Law 7

General Meetings and Forums

Detail

Section 27 of the ASIEQ constitution and rules states that:

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 21 days notice of the meeting to each association member.
- (3) The executive committee may decide the way in which the notice must be given.
- (4) Notice of the following meetings must be given in writing or via email-
 - (a) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the executive committee; or
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

Section 28 of the constitution and rules outlines the quorum for, and adjournment of general meetings:

- (1) Subject to subsection (5), at a general meeting half the number of ordinary members of the association plus 1 form a quorum.
- (2) No matter may be decided at a general meeting unless a quorum of ordinary members is present when the meeting proceeds to business.
- (3) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the executive committee of the association, the meeting lapses.

- (4) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the executive committee of the association, the meeting is to be adjourned to-
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the executive committee.
- (5) If at a meeting adjourned in accordance with sub-section 4, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- (6) The President may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (10) In this rule -

"member" includes a person attending as a proxy or representing a corporation that is a member.

The constitution and rules then follows with section 29 on procedure at a general meeting which states:

- (1) Subject to these rules, at each general meeting -
 - (a) the President or, 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 Vice-President is to preside as President;
 - (b) if the Vice-President is absent or unwilling to act as President, the ordinary members present must elect 1 of their number to be President of the meeting;
 - (c) the President must conduct the meeting in a proper and orderly way;

- (d) each question, matter or resolution must be decided by a majority of votes of the ordinary members present;
- (e) each ordinary member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the President has a casting vote as well as a primary vote;
- (f) associate members and observer members have no voting entitlements at meetings of the association;
- (g) a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting;
- (h) voting may be by a show of hands or a division of members, unless at least 20% of the ordinary members present demand a secret ballot;
- (i) if a secret ballot is held, the President must appoint 2 representatives of members to conduct the secret ballot in the way the President decides;
- (j) the result of a secret ballot as declared by the President is taken to be a resolution of the meeting at which the ballot was held;
- (k) a member may vote through their representative in person or by proxy or by attorney-
 - (i) on a show of hands, each member has 1 vote;
 - (ii) in a secret ballot, each member has 1 vote;
- (l) an instrument appointing a proxy must be in writing; and be signed by the member's representative properly authorised in writing;
- (m) a proxy may be a representative of a member of the association or another person;
- (n) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot;
- (o) if a proxy vote for or against a resolution is given, the instrument appointing a proxy must be in the following or like form-

ASSOCIATION OF SELF INSURED EMPLOYERS Inc

I, _____ of _____, being a representative of an ordinary member of the _____ association, appoint _____ of _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the _____ association, to be held on the _____ day of _____, 20____, and at any adjournment of the meeting.

Signed this _____ day of _____, 20____.

Signature.

This form is to be used * in favour of / *against _____ the resolution.

*Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.);

- (p) each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote;
 - (q) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each executive committee meeting and general meeting are kept;
 - (r) the secretary must ensure the minutes for each general meeting are open for inspection at all reasonable times to any financial member who applies to the secretary for the inspection.
- (2) To ensure the accuracy of the minutes recorded under subsection (1)(q)-
- (a) the minutes of each executive committee meeting must be signed by the President of the meeting, or the President of the next executive committee meeting, verifying their accuracy;

- (b) the minutes of each general meeting must be signed by the President of the meeting, or the President of the next general meeting, verifying their accuracy;
- (c) the minutes of each annual general meeting must be signed by the President of the meeting, or the President of the next meeting of the association that is a general meeting or annual general meeting, verifying their accuracy.

Quarterly Meetings

Membership meetings are combined with a forum and are held 4 times per year. The meetings are held on the 3rd Wednesday of February, May, August and November. The dates are to be highlighted on the annual ASIEQ calendar prepared for members.

Members must be reminded of the meeting details at least 21 days before the meeting via email. The details must include:

- Date of the meeting
- Time of the meeting
- Venue address, including the name of a room if in a large facility
- Any reports to be tabled.

Members should be encouraged to RSVP to the Secretariat for the meeting to assist with ensuring adequate catering at the event. Upon registering to attend, they should be sent a meeting request to assist with ensuring the details are in their diary.

A member who wishes to bring any business before a general meeting should give written notice to the Secretary at least three weeks' prior to the meeting to ensure the issue is circulated to the members when agenda's and other documents are circulated. The written notice should clearly state the particular issue being raised, the members concerns/issues or and any potential motion that will be put forward at the meeting.

All reports will be taken as read and will not be for discussion unless an issue arises.

The Secretary in conjunction with the Secretariat should record the minutes of the meeting as outlined in By-Law 2 Executive Committee Administration and Responsibility. The minutes should be circulated to members no later than 10 days after the meeting.

Changes to the Constitution and Rules

Changes to the constitution and rules can be tabled and passed at any general meeting (including an annual general meeting). Any suggested alterations must be circulated to the membership at least 21 days prior to the meeting. The changes will be accepted as read at the meeting however members must be given the opportunity to ask questions for clarification on any changes.

Once any changes are approved, the amended constitution and rules must be submitted with [the relevant form](#) to the Office of Fair Trading (Queensland) to comply with the requirements of an incorporate association. The relevant form and constitution must be lodged within 30 days of the change being made.

Proxy attendance

A member may complete a proxy form and lodge this with the Secretary prior to the meeting. This will give the person attending as a proxy the voting rights of the member for that meeting only.

Forum

The executive committee member who is the Forum/Event Co-ordinator will be responsible for arranging the forum section of the meeting.

The topics discussed need to be in alignment with the Objects of ASIEQ as outlined in the constitution and rules. Topics presented at any one forum should be linked and follow a theme for that event.

Presentations must be for information and discussion and not be in the form of a marketing campaign or advertisement.

Guests may be invited to attend the forum portion of the event (for example – Government representatives). They should be welcome to join from morning tea onwards.

Meeting and Forum format

Traditionally the events will be held as follows:

8.30am	Members meeting
9.30am	Morning tea
10am	Forum
12 noon	Conclusion

The event timings can be altered if required.

Opportunities for networking need to be factored in to any event.

Post forum survey

A survey should be forwarded to members after the meeting and forum to ascertain:

- Their opinion of the event
- Potential topics for future events