

Daylight Saving for South East Queensland Party

Constitution

Effective as at 24th October 2011

1. NAME

The name of the Party is the “Daylight Saving for South East Queensland” Party, otherwise known as “DS4SEQ”.

2. DEFINITIONS

In this Constitution, unless the context suggests otherwise:

“**AGM**” means Annual General Meeting.

“**Agreement to serve as an Officer of the Party**” means the written agreement entered into between the Party and an Office Holder of the Party that records the Office Holders agreement to act as an Officer and sets out certain duties and obligations relating thereto. The form of this agreement to as specified by the Executive Committee from time to time.

“**Chairman**” means the person appointed to that Office from time to time under Rule 14.3.

“**Constitution**” means this document in full.

“**Daylight Saving**” means Daylight Saving Time.

“**Daylight Saving Time**” means daylight saving time in line with Australian Eastern Daylight Time as generally observed by New South Wales, Victoria, Tasmania, and the Australian Capital Territory.

“**Election Closing Date**” means the date determined by the Executive Committee for the closing of the elections of the Office Holders for the following year.

“**Election Opening Date**” means the date determined by the Executive Committee for the commencement of the elections of the Office Holders for the following year.

“**Executive Committee**” means the committee of the Party referred to in Rule 14.1.

“**Financial Ordinary Member**” means a person admitted as a Member of the Party under Rule 4.3.

“**Founding Member**” means a person admitted as a Member of the Party under Rule 4.1.

“**Internet Application**” means an on-line membership application form for the Party.

“**Member**” means a person admitted as a Member of the Party under either Rule 4,

“**Membership Application Form**” means a paper-based membership application form for the Party.

“Non-Financial Ordinary Member” means a person admitted as a Member of the Party under Rule 4.2

“Office” means each titled position.

“Office Holder” means a person who has been appointed to an Office.

“Ordinary Resolution” means a resolution by a majority vote of 50% of the Members as a General Meeting.

“Party” means the Party referred to in Rule 1.

“Leader of the Party” means the person appointed to that Office from time to time under Rule 14.3.

“Public Affairs Officer” means the person appointed to that Office from time to time under Rule 14.7.

“Publications Officer” means the person appointed to that Office from time to time under Rule 14.7.

“Research Officer” means the person appointed to that Office from time to time under Rule 14.7

“Rules” means the rules of the Party set out in this document.

“Secretary” means the person appointed to that Office from time to time under Rule 14.3.

“South East Queensland” means the region created by the inclusion of local and regional council boundaries, as outlined in Appendix 1.

“Special Resolution” means a resolution by a majority vote of at least 75% of the Members present at a General Meeting.

“Treasurer” means the person appointed to that Office from time to time under Rule 14.3.

“Deputy Leader of the Party” means the person appointed to that Office from time to time under Rule 14.3.

3. OBJECTS

3.1 Objectives of the Party

The objectives of the Party shall be:

- (a) to promote the election of a candidate or candidates endorsed by the Party, or by a body or organisation of which the Party forms a part, to the Legislative Assembly in the State Parliament of Queensland
- (b) to introduce and endorse a bill to the Legislative Assembly in the State Parliament of Queensland, to effect change in legislation for the introduction of Daylight Saving Time to South East Queensland, via a dual time zone arrangement, or state-wide

- (c) to educate the public on the benefits of Daylight Saving Time in South East Queensland.

3.2 Use of property

The property and income of the Party shall be applied solely toward the promotion of the objects or purposes of the Party and no part of that property or income may be applied or otherwise distributed, directly or indirectly, to Members of the Party, except in good faith in the promotion of those objects or purposes.

4. TYPES OF MEMBERS

- (a) The membership of the Party shall consist of Founding Members and Ordinary Members.
- (b) The number of Ordinary Members is unlimited.

4.1 Founding Members

Founding Members are Members:

- (a) whose application for membership was received and approved by the convener of the Party, Mr John Burkett, on or prior to the 08 June 2008
- (b) who also hold current Financial Member status.

4.2 Non-Financial Ordinary Members

- (a) Non-Financial Ordinary Members are Members whose application for membership was received by the convener of the Party, Mr John Burkett, after 08 June 2008, or received by the Secretary of the Party, having not paid an annual membership fee.

4.3 Financial Ordinary Members

- (a) Financial Ordinary Members are Members whose application for membership was received by the Secretary of the Party and have paid an annual membership fee.
- (b) Financial Ordinary Members have voting rights at General Meetings and Annual General Meetings.

5. MEMBERSHIP

5.1 Application for Party membership

An application for Party membership must be:

- (a) in writing
 - (i) be signed by the applicant
 - (ii) state that the applicant agrees with the objectives of the Party

- (b) an internet application
 - (i) be electronically signed by the applicant
 - (ii) state that the applicant agrees with the objectives of the Party
- (c) otherwise be in the form decided by the Executive Committee.

5.2 Admission and rejection of Members

- (a) The Executive Committee must consider an application for membership at the next meeting of the Party, when it receives:
 - (i) the application and
 - (ii) the appropriate membership fee for the application, if applicable.
- (b) Admission to ordinary membership (financial and non-financial) shall be by election of the Executive Committee, or upon appeal, by the members. At the Party meeting next following the receipt of the membership application, and payment or tender to the Secretary of the annual subscription for the current financial year as provided by this Constitution (if applicable), the Executive Committee shall consider the application of each applicant and shall elect or reject him or her as a member.
- (c) Any applicant who received a majority of the votes of the Executive Committee members present at the meeting, at which his or her application is being considered, shall be declared elected by the Chairman as an ordinary member.
- (d) The Executive Committee has absolute discretion to refuse membership applications of applicants who are deemed unsuitable for the Party and furthermore has no obligation under the Party's Rules to disclose the reasons for that decision.
- (e) The Secretary of the Party must, as soon as is practicable after the Executive Committee decides to accept or reject an application, give the applicant a written notice of the decision.

5.3 Appeal against rejection or termination of membership

- (a) A person whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of their intention to appeal against the decision.
- (b) A notice of intention to appeal must be given to the Secretary within one (1) month after the person receives written notice against the decision.
- (c) If the Secretary receives a notice of intention to appeal, the Secretary must, within three (3) months after the date of receipt, call for a General Meeting to decide the appeal.

- (d) At the meeting, the applicant must be given a full and fair opportunity verbally or in writing, or partly by either of these means, to show why the application should not be rejected or the membership should not be terminated.
- (e) Also, the Executive Committee and the committee members who rejected the application or terminated the membership, must be given an opportunity to show why the application should be rejected or the membership must be terminated.
- (f) An appeal must be decided by a vote of the financial members present at the meeting.
- (g) If a person whose application has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the application fee, or applicable part thereof, paid by the person.

5.4 Membership requirements

Each applicant must:

- (a) be registered on the Queensland Electoral Roll
- (b) have agreed to the terms and conditions of membership by signing a membership application form or demonstrating this via the on-line agreement
- (c) not have been convicted of a disqualifying electoral offence within 10 years before the date of application to become a member of the Party
- (d) not continue as a member of the Party if the person is convicted of a disqualifying electoral offence.

6. MEMBERSHIP FEES

An annual membership fee can be imposed on all members. The membership fee for each financial year:

- (a) will ensure that a member is deemed as a financial member
- (b) is at the discretion of the Executive Committee
- (c) is the amount decided by the Executive Committee from time to time at a General Meeting
- (d) is due and payable in advance on the first day of July in every financial year after which no resignation, termination or forfeiture of membership exempts a former member from payment of the current year's subscription
- (e) if deemed beneficial to the Party to do so, the Executive Committee reserves the right to waive the membership fee for an applicant(s).

7. REGISTRATION OF MEMBERSHIP

7.1 Register of Members

The Secretary shall maintain a register of Members. The register of Members must include the following particulars for each member:

- (a) the full name and residential address of the Member
- (b) the date of admission as a Member
- (c) the date membership ceased
- (d) details about the termination or reinstatement of membership
- (e) the membership status being financial or non-financial
- (f) any other particulars the Executive Committee or the Members at a General Meeting decide.

7.2 National Privacy Principles

The Party recognises the importance of confidentiality of Members' personal information and will abide by the National Privacy Principles. The Party will:

- (a) only collect personal information which is necessary for the Party's functions or activities
- (b) ensure appropriate measures are taken so that Member details are not disclosed to, or accessed by, unauthorised persons
- (c) provide information to an entity when we are required to by law, e.g. the Electoral Commission Queensland
- (d) allow a Member to access his or her personal information held by the Party, if requested to do so, in writing, by that Member.

8. CEASING OF MEMBERSHIP

8.1 Resignation

- (a) A member may resign from the Party by giving written notice of resignation to the Secretary.
- (b) The resignation takes effect on:
 - (i) the date and at the time the notice is received by the Secretary or
 - (ii) if a later date is stated in the notice – the later date.

8.2 Cessation

The Executive Committee may terminate a Member's membership:

- (a) if the Member is convicted of a disqualifying electoral offence
- (b) upon notification of the death of the Member
- (c) if the Member does not comply with any of the provisions of these Rules
- (d) has membership fees in arrears for at least three (3) months.

8.3 Consequences of cessation

Any person who ceases to be a Member of the Party under Rule 8.2 shall forfeit all rights and claims against the Party and its property or fund which he or she would have, by reason of his or her membership.

9. EXPULSION OF A MEMBER

9.1 Notification by Executive Committee or Members

The Executive Committee or any 50 Ordinary Members of the Party may notify the Secretary in writing that they are of the view that a Member has engaged in conduct which is injurious to the character or the interest of the Party or its Members or has not behaved in a manner fitting of a Member of the Party.

9.2 Consideration of notification

- (a) Within 30 days of receiving a notice under Rule 9.1 the Secretary shall call a meeting of the Executive Committee to consider the conduct of the Member the subject of the notice under Rule 9.1.
- (b) The meeting of the Executive Committee to consider the conduct of the Member the subject of the notice under Rule 9.1 must be convened for a date not being less than 14 or more than 30 days after the date of receipt by the Secretary of the notice under Rule 9.1.
- (c) The Secretary shall give the Member the subject of the notice under Rule 9.1 not less than 7 days' notice of the Executive Committee Meeting convened by the Secretary under Rule (b), and shall invite the Member to attend the Executive Committee Meeting so that he or she may have an opportunity to defend the allegations, explain his or her conduct or resign as a Member of the Party.
- (d) The Member the subject of a notice under Rule 9.1 may only be expelled by a special resolution of the Executive Committee Meeting convened under Rule 9.2.

10. GENERAL MEETINGS

10.1 First General Meeting

- (a) The first General Meeting must be held not less than one (1) month, and not more than three (3) months, after the Party is registered.
- (b) The Founding Members must decide where the meeting is to be held.

- (c) The business to be conducted at the first General Meeting must include the appointment of Office holders.

10.2 First Annual General Meeting

The first Annual General Meeting must be held within 18 months after the day the Party is registered.

10.3 Subsequent Annual General Meetings

Each subsequent Annual General Meeting must be held by 31 October of each year.

10.4 General Meetings

- (a) In circumstances where a state-wide election is scheduled for the Legislative Assembly in Queensland, a General Meeting of the Party shall be held within 12 months of the date scheduled for the election and on a date during the year as determined by the Executive Committee.
- (b) The order of business at a General Meeting shall be as follows:
 - (i) reading of the minutes of the last General Meeting and the business arising from those minutes
 - (ii) reading of correspondence and business arising from it
 - (iii) business for which notice has been given
 - (iv) address by the Leader of the Party
 - (v) Secretary's report and business arising from it
 - (vi) Treasurer's report and business arising from it
 - (vii) general business
 - (viii) election of Office holders.

10.5 Special General Meetings

- (a) The Secretary may call a special General Meeting of the Party, by giving each Member notice of the meeting within 14 days after:
 - (i) a resolution of the Executive Committee to call a special General Meeting
 - (ii) being given a written request signed by:
 - (A) at least two (2) members of the Executive Committee or
 - (B) at least 20 Financial Ordinary Members of the Party.
- (b) If the Secretary fails to call a special General Meeting within 14 days of receipt by the Secretary of a resolution under Rule (a), then any Member of the

Executive Committee, or any Ordinary financial Member who signed the requisition under Rule (a), as appropriate, may do so.

11. NOTICE OF MEETINGS

11.1 Posting of notice

- (a) The Secretary may post a notice calling any General Meeting, or a special General Meeting of the Party.
- (b) The notice must be given in writing and be given via email or general mail or posting on the Party website.

11.2 Contents of notice

The notice under Rule 11.1 shall set out the objectives for which the meeting is called and state the business to be conducted at the meeting.

11.3 Notice period

- (a) In the case of General Meetings, the Secretary shall post the notice under Rule 11.1 at least seven (7) days before the date scheduled for the meeting.
- (b) In the case of special General Meetings, the Secretary shall post the notice under Rule 11.1 at least two (2) days before the date scheduled for the meeting.

12. VOTING AT GENERAL MEETINGS

- (a) All current financial Members of the Party shall be eligible to vote at any General Meeting of the Party.
- (b) Each financial Member of the Party has one vote.
- (c) A quorum at the first General Meeting, shall be a minimum of all the Founding Members.
- (d) A quorum at any further General Meeting, shall be the lesser of either ten (10) Members, or ten (10) per cent of the number of Financial Ordinary Members.

13. MANAGEMENT OF THE PARTY

The affairs of the Party shall be managed by the Executive Committee.

13.1 Functions of Executive Committee

Subject to these rules or a resolution of the association carried at any Annual General Meeting or General Meeting and in addition to any other powers vested in the Executive under these Rules, the Executive shall be authorised as to:

- (a) the general control and management of the administration of the affairs, property and funds of the Party

- (b) authority to interpret the meaning of these Rules and any matter relating to the association on which the Rules are silent.
- (c) to make by-laws for giving effect to the Rules of the Party, and to alter, amend or rescind such by-laws as required
- (d) subject to these Rules, to perform all acts, deeds and things as the Executive considers necessary for the management and to achieve the objectives of the Party
- (e) to control all funds of the Party
- (f) to acquire and dispose of property, to use funds and to enter into contracts on behalf of the Party
- (g) to nominate and endorse candidates for election to the Legislative Assembly in the State Parliament of Queensland.

14. ELECTION OF OFFICE HOLDERS

14.1 Officers

The following shall be the Officers of the party and shall be Members of the Executive Committee:

- (a) the Party Leader
- (b) the Deputy Party Leader
- (c) the Secretary
- (d) the Treasurer
- (e) the Chairman
- (f) the Political Advisor

14.2 Office Holders

- (a) There shall be a minimum of 4 office holders.
- (b) All Office Holders must be Members of the Party and elected in accordance with Rule 14.3.
- (c) Executive Committee Members may hold more than one Executive position..
- (d) At each Annual General Meeting of the Party, the members of the Executive Committee must retire from Office, but are eligible, on nomination, for re-election.

14.3 Election of Office Holders

Office holders shall be elected in accordance with the following procedure.

Any Founder or Financial Member of the Party may nominate another Founder or Financial Member (the candidate) to serve as a member of the Executive Committee.

- (a) Nominees for each of the Executive Committee positions specified at 14.1 must be Founder Members. If no Founder Member is willing or available to be nominated then nominations may be accepted from Financial Members.
- (b) Any incumbent office holder who wishes to nominate for the same Office for the following year shall tender his or her nomination to the Secretary at least seven (7) days before the date of the next Annual General meeting at which an election is due to be held.
- (c) All nominations made prior to the Annual General meeting must be in writing and signed by the nominating Member.
- (d) nominations shall be notified by the Chairman or Secretary prior to the start of the Annual General Meeting and shall be read by the Chairman to the meeting prior to elections being held
- (e) each Financial Member present at the Annual General Meeting may vote for any number of candidates but not more than the number of vacancies
- (f) if at the start of the Annual General Meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting provided always that the nomination requirement stipulated at sub clause (a) above is complied with.
- (g) If an Office is not contested, the sole nominee for that Office shall be appointed to the Office and there will be no election for that Office.
- (h) Absentee votes will be accepted if received by the Secretary between the Election meeting notification Date and the date Election Closing Date, and if the Executive Committee accepts the reason for absence
- (i) Election shall be by a simple majority of the eligible votes of founder and financial members of the party for each nominated office. The Chairman shall have a casting vote in the event of a tie.

14.4 Appointment of Office Holders in the exceptional circumstance of the initiation of the Party

- (a) In the exceptional circumstance which is the initial formation of the Party, Founding Members, as defined under Rule 4.1 may appoint and democratically elect interim Members of the Executive Committee, which is to function with all the powers of an elected Executive Committee, until such time as a formal election is held, as at Rule 14.3. The date for these elections should not be more than three (3) months after the registration date of the Party with the Electoral Commission Queensland.

14.5 Cessation of Office

An Office Holder shall cease to hold Office:

- (a) at the end of the next Annual General Meeting of the Party where new elections have been conducted.
- (b) upon ceasing to be a Member of the Party
- (c) upon receipt by the Secretary of a notice of resignation in writing from the Office Holder, signed by the resigning Office Holder
- (d) upon a resolution under Rule 14.6 or 14.7.
- (e) if the Office Holder does not within 30 days of election or appointment sign the 'Agreement to serve as an Office Holder of the Party' agreement.

14.6 Resignation or removal from office of Executive Committee Member

- (a) An Executive Committee member may resign from the Committee by giving written notice of resignation to the Secretary.
- (b) The resignation takes effect on:
 - (i) the date and at the time the notice is received by the secretary or
 - (ii) if a later date is stated in the notice – the later date.
- (c) A member may be removed from Office at a General Meeting of the Party if a majority of the financial Members present at the Meeting vote in favour of removing the Member.
- (d) Before a vote of financial 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.
- (e) A Member has no right of appeal against the Member's removal from Office under this section.

14.7 Vacancies and co-option to the Executive Committee

- (a) If required, the Executive Committee may co-opt members to conduct the following roles:
 - (i) Public Affairs Officer
 - (ii) Publications Officer
 - (iii) Minutes Officer
 - (iv) Research Officer
 - (v) Party Spokesperson

- (vi) Media Liaison
- (vii) Candidate Liaison
- (b) Co-opted members shall have the same rights, obligations and responsibilities as other Executive Committee Members have and they may be removed from office and from the Executive Committee by a simple majority vote of the Executive Committee.
- (c) If a casual vacancy occurs on the Executive Committee, the continuing Members of the Committee may appoint another Financial Member of the party to fill the vacancy until the next Annual General Meeting. Every Member so appointed must retire at the next Annual General Meeting but is eligible for election as a Member of the Executive Committee at the same Annual General Meeting.
- (d) If the number of Committee Members is less than the number fixed under these rules as a quorum of the Executive Committee, 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 Party.

14.8 Chairman

The Chairman shall be a Member. The Chairman shall chair all general meetings and all Executive Committee meetings or may from time to time nominate another member of the Executive committee to do so. The general obligations of the Chairman shall be to ensure the orderly conduct of meetings in line with this constitution and other by-laws of the party.

The Chairman shall have a casting vote.

14.9 Leader of the Party

The Party Leader shall be a Member. The general obligations of the Party Leader shall be to provide operational and political leadership to the organisation and to act as the public spokesperson for the party from time to time.

14.10 Deputy Leader of the Party

The Deputy Party Leader shall be a Member. The general obligations of the Deputy Party Leader shall be to assist the party Leader in providing operational and political leadership to the organisation and to act on behalf of the Leader from time to time as required.

14.11 Secretary

- (a) The Secretary shall be a Member. The Secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border.

- (b) If the Party has not elected an interim officer as Secretary for the Party before its registration, the members of the Executive Committee must ensure a Secretary is appointed or elected for the Party within one (1) month after registration.
- (c) If a vacancy occurs in the Office of Secretary, the members of the Executive Committee must ensure a Secretary is appointed or elected for the association within one (1) month after the vacancy occurs.
- (d) The Executive Committee may re-appoint and remove the Party's Secretary at any time.

14.12 Treasurer

The Treasurer shall be a Member. The general obligations of the Treasurer shall be to ensure that proper records of the financial affairs and conduct of the organisation are kept and that all related financial regulatory and reporting obligations of the organisation are complied with and report on same to General and Executive meetings on a regular basis.

14.13 Spokesman

There shall be at least one Party Spokesman. Unless otherwise specified by a vote of the Executive committee, the Party Leader shall be the primary Party spokesperson.

14.14 Political Advisor

The Political Advisor shall be a Member. The general obligations of the Political Advisor shall be to provide appropriate political advice to the Executive and act as political liaison.

15. EXECUTIVE COMMITTEE MEETINGS

- (a) The Executive Committee shall meet not less than once in any three (3) month period during the year and the Chairman or the Party Leader may at any time convene a meeting of the Executive Committee.
- (b) The Secretary shall give each Member of the Executive Committee at least two (2) days verbal and/or email notice of each Executive Committee meeting.
- (c) Each Member of the Executive Committee has a deliberative vote.
- (d) Subject to these Rules, the procedure and order of business at Executive meetings shall be determined by the Members of the Executive present at the meeting.
- (e) A quorum of any Executive Committee meeting:
 - i) in the instance of six (6) office holders, shall be five (5) Members of the Executive Committee, inclusive of the Chairman or his/her nominee

- ii) in the instance of five (5) office holders, shall be four (4) Members of the Executive Committee, inclusive of the Chairman or his/her nominee
- iii) in the instance of four (4) office holders, shall be three (3) Members of the Executive Committee, inclusive of the Chairman or his/her nominee
- (f) The Chairman can nominate any Member of the Party as his/her nominee for an Executive Committee meeting.
- (g) A question arising at an Executive Committee meeting shall be decided by a majority of votes, but if there is an equality of votes, the Chairman or his/her nominee, shall have a casting vote in addition to his or her deliberative vote.

16. MINUTES OF MEETINGS OF PARTY

16.1 Taking Minutes

The Secretary must ensure:

- (a) full and accurate minutes of all questions, matters, resolutions and other proceedings of each Executive Committee meeting and General Meeting are entered into a minute book within 30 days of the meeting
- (b) the minute book for each General Meeting is open for inspection at all reasonable times by any financial Member who has previously applied to the Secretary for the inspection.

16.2 Confirmation of Minutes

To ensure the accuracy of the minutes recorded under Rule 20.1:

- (a) the minutes of each Executive Committee meeting must be signed by the chairman of the meeting, or the chairman of the next Executive Committee meeting, verifying their accuracy
- (b) the minutes of each General Meeting must be signed by the chairman of the meeting, or the chairman of the next General Meeting, verifying their accuracy and
- (c) the minutes of each Annual General Meeting must be signed by the chairman of the meeting, or the chairman of the next meeting of the Party, that is a General Meeting or Annual General Meeting, verifying their accuracy.

16.3 Evidence

When minutes have been entered and signed as correct under this Rule, they shall, until the contrary is provided, be evidence that:

- (a) the meeting to which they relate was duly convened

- (b) all proceedings recorded as having taken place at that meeting did in fact take place thereat and
- (c) all appointments or elections purporting to have been made at the meeting have been validly made.

17. CANDIDATE ENDORSEMENT

17.1 Electoral Candidates

- (a) There shall be an endorsed candidate to contest each State Electorate, as determined by the Executive Committee, for election to the Legislative Assembly in the State Parliament of Queensland.
- (b) The Secretary shall call for nominations to be a Candidate and will give sufficient time for nominations to be received, with consideration given to a State Election timeframe.
- (c) Nominations will be accepted and considered by the Executive Committee.
- (d) Nominees must be a Financial Ordinary Member
- (e) In the event that there is more than one Candidate for an Electorate, a pre-selection ballot will be called.

17.2 Pre-selection Ballot

The pre-selection ballot principles are as follows:

- (a) that the pre-selection ballot is undertaken in accordance with the Rules
- (b) only Founder and Financial Members of the Party may vote
- (c) only Founder and Financial Members of the Party who are eligible to vote in the ballot under the Rules may vote
- (d) each Founder or Financial Member has only one (1) vote
- (e) voting must be done by secret ballot
- (f) a Member must not be improperly influenced in voting
- (g) a Member's ballot paper must be counted if the Member's intention is clear
- (h) Member's votes must be accurately counted
- (i) each individual who is seeking selection may be personally present, or may be represented by another person, at the ballot and for the scrutiny and counting of votes.

18. BY-LAWS

The Executive Committee may make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Party.

19. ALTERATION OF RULES

A by-law may be set aside by a vote of Members at a General Meeting of the Party. However an amendment, repeal or addition is valid only if it is registered by the Secretary and duly signed by the Chairman

20. FINANCE

- (a) The funds of the Party must be kept in an account 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 Party.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) All cheques and all receipts for money paid to the Party, must be signed, drawn, accepted, endorsed or otherwise executed, as the case may be by the Treasurer and one other Member of the Executive Committee, or by the Chairman and one other Member of the Executive Committee.
- (e) Cheques, other than cheques for wages, allowances, or petty cash recouping, must be crossed "not negotiable".
- (f) All expenditure exceeding \$100 must be approved or ratified at an Executive Committee meeting.
- (g) The Treasurer shall keep proper books of account dealing with the property, receipts and expenditures of the Party and must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
 - (i) the income and expenditure for the financial year just ended
 - (ii) the Party's assets and liabilities at the close of the financial year
 - (iii) the mortgages, charges and securities affecting the property of the Party at the close of the financial year.
- (h) The Treasurer must present a report about the financial statement to the Secretary before the next Annual General Meeting following the financial year for which the financial report was made.
- (i) The income and property of the Party must be used solely in promoting the Party's objects and exercising the Party.

- (j) No honorarium is to be granted to any person from the funds of the Party and no dividend is to be paid to, and no income or property of the Party is to be distributed to any of the Members.
- (k) Any group of 10 Financial Members of the Party shall be entitled to inspect the records and documents of the Party, or a copy of these Rules, by making a written and signed request to the Executive Committee, who shall then arrange an appropriate time and place for such inspection to occur within the following 30 days.

21. DOCUMENTS

The Executive Committee must ensure the safe custody of books, documents, instruments of title and securities of the Party.

22. PUBLICATIONS

22.1 Production of publications

The Party may produce newsletters or other publications.

22.2 Objectives

The objectives of the publications shall be:

- (a) to express the views of the Members of the Party
- (b) to contribute to the instruction of the Members of the Party and
- (c) promote the views and objectives of the Party to the wider community.

23. MATTERS NOT DEALT WITH IN RULES

When considering any matter or situation not specifically addressed in these Rules, the Executive Committee shall deal with the matter in a manner consistent with the spirit of these Rules and the objectives of the Party set out in Rule 3.

24. ALTERATION OF THE CONSTITUTION

The Party may alter or rescind the Rules, or make additional Rules for inclusion, by special resolution of Members of the Party at a General Meeting or Special General Meeting called for this purpose.

25. COMMON SEAL OF THE PARTY

- (a) The Executive Committee must ensure the Party has a common seal on which its corporate name shall appear in legible characters.
- (b) The common seal of the Party shall not be used without the written authority of the Executive Committee and every use of that common seal shall be recorded in the minute book referred to in Rule 16.1.
- (c) The affixing of the common seal of the Party shall be witnessed by any two of the Chairman, the Leader of the Party, the Secretary and the Treasurer.

- (d) The common seal of the Party shall be kept in the custody of the Secretary or of such other person as the Executive Committee from time to time decides.

26. DISTRIBUTION OF THE SURPLUS PROPERTY AND PAYMENT OF DEBTS UPON WINDING UP OF THE PARTY

- (a) Upon winding up of the Party, payment of debts and liabilities will be discharged in the following priority order:
 - (i) Australian Taxation Office (ATO)
 - (ii) Electoral Commission Queensland (ECQ)
 - (iii) Any other Government entities
 - (iv) Any outstanding invoices for services delivered to DS4SEQ
 - (v) Costs of winding up the party
 - (vi) Founding Members
 - (vii) Financial Members
 - (viii) All other liabilities to be settled on a pro-rata basis.
- (b) If on the winding up of the Party any property of the Party remains after satisfaction of the debts and liabilities of the Party and the costs, charges and expenses of the winding up, that property shall be distributed to a another entity having objects similar to the Party's objects as determined by the Executive who will prepare a distribution plan for the distribution of the surplus property of the Party.

Appendix 1
South East Queensland Daylight Saving Time Region
Outlined by
Local and Regional Council Boundaries

Brisbane City Council

Fraser Coast Regional Council

Gold Coast City Council

Goondiwindi Regional Council

Gympie Regional Council

Ipswich City Council

Lockyer Valley Regional Council

Logan City Council

Moreton Bay Regional Council

Redland City Council

Scenic Rim Regional Council

Somerset Regional Council

Southern Downs Regional Council

Sunshine Coast Regional Council

Toowoomba Regional Council