

# **Queensland Chinese Association of Scientists and Engineers Rules**

## **1. Name**

The Association is named Queensland Chinese Association of Scientists and Engineers and in abbreviation “QCASE”, hereafter designated the Association.

## **2. Objectives**

The objectives of the Association are:

2.1 To encourage contributions to the advancement of science and technology.

2.2 To advocate exchange and collaboration between Australia and greater China in science, technology and education.

2.3 To foster friendship and collaboration among Australian Chinese Scientists and Engineers.

2.4 To promote friendship and cooperation with other national and international societies.

2.5 To facilitate the advancement of members and their integration into Australian culture and society.

## **3. Organisation**

The office of the Association shall be located in Brisbane.

The Association shall set up an official Website at [www.qcase.org.au](http://www.qcase.org.au)

## **4. Membership**

4.0 The membership of the association shall consist of individual and corporate members. Individual membership includes ordinary, honorary and student memberships.

4.1 Ordinary Membership is open to those who have obtained a minimum qualification of Bachelor’s degree and are interested in the Association. The ordinary membership is unlimited.

4.2 Honorary Members are distinguished persons with interests in science and technology, and the Association, upon whom the Council sees fit to confer an honorary distinction.

4.3 Student Members are those studying towards a degree in a recognised university who wish to join the Association. The student membership is unlimited.

4.5 Corporate membership is open to enterprises and organisations that are interested in, and support, the Association. The corporate membership is unlimited.

4.5 Application for membership shall be made on an approved form and submitted to the Association Secretary. Councillors will consider applications and, after due examination, will notify the outcome. The secretary shall notify the applicant of the decision as soon as practical.

4.6 The privileges and obligations of membership shall be such as the By-laws of the Association shall provide.

4.7 The Association shall keep a register of Members.

4.8 If the Council considers that the continuation of membership of a Member is not in the interest of the Association, the Council may exclude that Member from the Association. The Council decision is final.

4.9 A person ceases to be a member of the Association if the person-

4.9.1 dies;

4.9.2 resigns that membership; or

4.9.3 is expelled from the Association.

## **5. Council**

5.1 The affairs of the Association shall be managed by a Council which shall be the governing body of the Association.

5.2 The Council shall have power to perform all such acts and do all such things as appear to the Council to be necessary or desirable for the proper management of the affairs of the Association.

5.3 All members of the Council must be adults.

5.4 The Council shall consist of at least five (5) and not more than fifteen (15) representative members of whom –

- (a) one holds the office of president,
- (b) one holds the office of secretary, and
- (c) one holds the office of treasurer.

5.5.1 Members of the Council shall be elected at a general meeting of the Association in accordance with its rules.

5.5.2 The Council shall fill a casual vacancy on the Council.

5.5.3 The Council shall appoint a Secretary and a Treasurer.

5.5.4 The Executive shall consist of the President, Vice President(s), Secretary and Treasurer and shall be responsible for the management of the Association between

meetings of the Council. The actions of the Executive shall be subject to the approval or confirmation by the Council.

5.6 The Council shall meet in person four times annually at dates as determined by the Council. An attendance of at least half of the Council members shall comprise a quorum at the Annual Meeting or any other meeting of the Council called from time to time.

5.7.1 The President and Vice President(s) shall be elected every two years by members of the Council from among their own members.

5.7.2 The Secretary shall compile a list of incoming members of the Council and circulate this list to each incoming member of the Council calling for nominations for President and Vice President(s). Nominees shall be incoming members of the Council or past Councillors. Each nomination shall be signed by the incoming member of the Council submitting such nomination and shall be signed by the nominee or evidence given of the acceptance of that position by the nominee. All nominations shall reach the Secretary two weeks prior to the Council meeting. The Secretary shall include a list of all nominees to each incoming member of the Council at least one week prior to the Council meeting. Should a ballot be necessary this shall be conducted by the Secretary at the commencement of the meeting of the Council referred to in Rule 5.5. The Secretary shall have a casting vote.

5.7.3 The elected President and Vice President(s) shall assume office immediately upon their election.

5.8 The Council may form committees from the membership of the Association to report on such subjects which fall within the objectives of the Association and are considered to require action.

Membership of such committees shall be terminated when the work requested has been completed.

## **6. Secretary**

6.1 The Secretary of the Association shall establish and maintain a register of Members of the Association, including the name and address of each person who is a Member of the Association together with the date on which the person became a Member.

6.2 It is the duty of the Secretary to keep minutes of-

6.2.1 All appointments of office bearers and members of the Council;

6.2.2 The names of members of the Council present at a Council meeting or a general meeting; and

6.2.3 All proceedings at Council meetings and general meetings.

6.3 Minutes of proceedings at a meeting shall be signed by Chairperson of the meeting

or by the Chairperson of the next succeeding meeting.

## **7. Treasurer**

It is the duty of the Treasurer of the Association to ensure that-

7.1 All money due to the Association is collected and that all payments authorized by the Association are made; and

7.2 Correct books and accounts are kept showing the financial affairs of the Association including full details of all receipts and expenditure needed for the activities of the Association.

## **8. Property**

8.1 The income and property of the Association shall be applied solely to promoting and carrying out the objectives of the Association. No part of the income or property of the Association shall be paid or transferred, by way of dividend or bonus, or otherwise howsoever by way of profit, to members of the Association: Provided that nothing herein contained shall prevent the payment on good faith of remuneration to any officer or servant of the Association in return for any service rendered to the Association or prevent the establishment of a benevolent fund for officers and servants of the Association and their dependents, or prevent the payment at the description of the Council of the Association of the expenses incurred by any member of the Association in attending meetings or otherwise undertaking business of the Association at the instance of the Council, or prevent the payment of honoraria to office bearers.

8.2 If on the winding up or dissolution of the Association there remains after the satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution having objectives similar to those to the Association. The institution to benefit shall be as decided by a General Meeting of the members of the Association at or before the time of dissolution and in default thereof by such Judge of the relevant State or Territory as may have or acquire jurisdiction in the matter.

## **9. Subscriptions**

9.1 The subscriptions payable by the Members shall be approved by the Council annually.

9.2 The financial year commences on the first day of October and all annual subscriptions shall become due on 1 October and payable by the end of December. Anyone who has not paid by the end of January is un-financial. The collection of subscriptions due in respect of membership of the Association shall be carried out by the Treasurer as determined by the Council.

9.3 Any amount contributed by any members of the Association in excess of the sum due as subscriptions shall be applied for the purposes of the Association in a manner

to be determined by the Council.

## **10. Meetings**

10.1 There shall hold subsequent Annual General Meeting of the Association-

- (a) at least once each year
- (b) within 6 months after the end of the Association's previous financial year.

10.2 Meetings of the Association shall be of such classes and shall be held for such purposes as may from time to time be prescribed by the By-laws of the Association and the rights of the several of the Members shall, except as herein otherwise provided, be such or subject to such restrictions as may be prescribed by the Rules and By-laws of the Association.

## **11. Alteration of rules**

11.1 Alteration to the Rules may be proposed by the Council or upon receipt of a recommendation from a Rules or By-laws Committee, by a majority of the Council, or by a written petition submitted to the Secretary and signed by at least 5% of the total number of financial ordinary Members of the Association.

11.2 The Rules may be amended, repealed or added to by a resolution passed at a general meeting of the Association by the votes of  $\frac{3}{4}$  of the ordinary members who are present and entitled to vote on the resolution. However, amendment, repeal or addition is valid only if it is registered by the chief executive of the Association.

## **12. By-laws**

12.1 The Council shall have power to make such By-laws as shall be required and convenient for the regulation, government and advantage of the Association, its members and property and for the furtherance of its objectives and purposes and the Council may revoke, alter or amend any By-laws made under these Rules.

12.2 Such an alteration, amendment or addition to the By-laws shall be by a resolution of the Council passed by an affirmative vote of no less than two-thirds of Councillors present and voting in person or by proxy. All Councillors shall be given twenty-one days notice of any such proposal.

## **13. Funds**

13.1 All subscriptions are due and payable on 1 October of each year, as provided in Clause 9.2 hereof.

13.2 Any member whose subscription is nine months in arrears will be excluded from membership and may not be re-admitted until such arrears are paid. Remission of subscriptions may be approved by the Council under special circumstances.

13.3 The Council shall operate a cheque bank account or accounts operative on the signature of any two of the President, Vice President, Secretary, Treasurer, one or two authorized members of the Council.

13.4 The Association may raise or seek to raise funds from any source and to disperse any funds of the Association in the furtherance of the objectives of the Association as the Council may from time to time approve.

#### **14. Accounts and Audit**

14.1 The Council shall ensure that proper financial records of the Association affairs are kept and that audited annual statements made up from such records are presented to the Annual Meetings of the Council.

14.2 The Council shall each year distribute to all Councillors a financial statement and annual report.

#### **15. Public officer**

There shall be a Public Officer and such Public Officer shall be appointed and dismissed by the Council. The appointment shall be reviewed annually by the Council.

#### **16. Common Seal**

The Association shall have a common seal on which the name of the Association shall be legibly written. The seal shall be kept by the Public Officer. The seal shall be used only by authority of a resolution of the Council and in the presence of one member of the Council, the Public Officer, or such member as the Council may appoint for the purpose and every presence the seal was so affixed. The Secretary shall keep a record of all documents to which to seal shall be affixed.

#### **17. Liability and Indemnity**

17.1 Each member of the Association shall undertake to contribute to the assets of the Association in the event of the same being wound up during the time that member is a member or within one year afterwards for the payment of the debts and liabilities of the Association contracted before the time at which that a member ceased to be a member and the costs, charges and expenses of winding up the same and for the adjustment of the rights of contributors amongst themselves such amount as may be required not exceeding five dollars (\$5).

17.2 Subject to the above clause members of the Association and Council shall be responsible only for the consequence of their own personal wilful default or neglect and not for the default or neglect of any other person and shall be indemnified by the Association against all other liability incurred by them in the course of their duties as members of the Association and /or the Council.

#### **18. Member's right and obligation**

Members are entitled to criticize the Association over its work and put forward new ideas and constructive suggestions, at all times.

18.1 Ordinary Member has the right to vote at General Meetings and shall be eligible

for election to the Council.

18.2 All classes of members are entitled to withdraw from the Association. However, the membership fee is not refundable.

18.3 All members are entitled to ask the Association for help when difficulties arise.

18.4 All members must observe the principles and By-laws of the Association. They must abide by Australian laws. If anyone does not meet these requirements, the Association is entitled to remove his/her membership.

18.5 Membership is not transferable.

18.6 Members are invited to submit project proposals which are related to the Association's objectives and may require the support of the Association. The Council shall appoint a Council member to provide assistance including fund raising, management and assessment of the project.

18.7 Ordinary membership fee is A\$20 (including application fee) per annum, subject to Council's decision. Student membership fee is one half of the ordinary membership fee. Annual Corporate membership fee is \$500. Memberships are renewed every year with the payment of membership fees. Memberships will cease automatically if this payment has not been forwarded in time. The period of membership will be calculated based on each financial year. Honorary members do not pay membership fee.

## **19. Structure of Association**

Annual general meeting has the supreme power of the Association.

## **20. The function of the members annual general meeting**

The annual general meeting's functions are:

20.1 To listen to and approve the Council's annual report and discuss the following year's plan.

20.2 To discuss and then decide on matters arising at this meeting.

## **21. Association's Council**

The Council is the top policy-making body. The Council is constituted by President, Vice Presidents and Councillors. The Council hold meetings every three months. In case of special circumstances, an emergency meeting can be organised. Renowned personages or sponsors of the Association will be appointed as honoured Councillors by Council from time to time when it is necessary. The honoured Councillors have the same rights as Councillors do but with the privilege to attend Councillors meeting freely.

## **22. The right of the Councillors**

22.1 The Councillors have the right to vote over any decisions of the Association.

22.2 The Councillors are invited to establish and chair a committee or task force solely for a specific project to be conducted within the Association, subject to the Council's approval.

### **23. The appointment and removal of Councillors**

The qualifications of Councillors must be approved by the Council. Only those who are active in the affairs of the Association can be eligible for Councillors. The appointment and removal of any Councillor cannot be passed unless at least half of the Councillors agree. Any Councillor who violates the Association By-laws or has done extremely wrong, which seriously damages the reputation of, or causes enormous losses to the Association, can be dismissed by the Council. Any Councillor who does not take part in Association's activity for six months without acceptable reasons can be removed from the Council and/or replaced by a new Council member.

### **24. President and Vice Presidents**

The President is the chief executive of the Association. This person must be a Councillor. The President is in charge of the overall affairs of the Association and presides over Council meetings. The President and Vice Presidents must be qualified and must have at least six months experience relating to the internal activities of the Association. On some special occasions when the President is not able to perform his/her normal duty, the President can appoint a Vice President to act on his/her behalf.

### **25. The Right of the President and Vice Presidents**

The President is the representative of the legal person. Any of the resolutions made by the Council goes into effect upon the signing of the President and Vice Presidents. The President can veto the resolutions made by the Council. The President's decision can also be vetoed by at least half the number of the Councillors. If an agreement can not be reached within the Council, the President is entitled to make a final decision. The President has the right to appoint and dismiss any section chief and other staff. The President can nominate new Councillors, but the nomination can only be approved when at least half the Councillors agree. A Vice President has the same rights as President when he is appointed as acting President.

### **26. The appointment and removal of President and Vice President**

The President and Vice Presidents are elected by the Council with a majority of the Councillors' votes. The positions are held for a term of two years. The President or a Vice President can lodge his/her resignation in written form to the Council if this person does not think that he/she can continue to perform his/her normal duties for the reasons of health or other personal affairs. The Council will elect a new President or Vice President. The President may recommend candidates for these positions.

The President and Vice Presidents can be removed by the Council at a special meeting of the Council for such purposes by a majority of votes of the Councillors presented at

the meeting. Such special Council meetings can only be held upon the presence of 2/3 of the Councillors. In such a case, the Council decision is final.