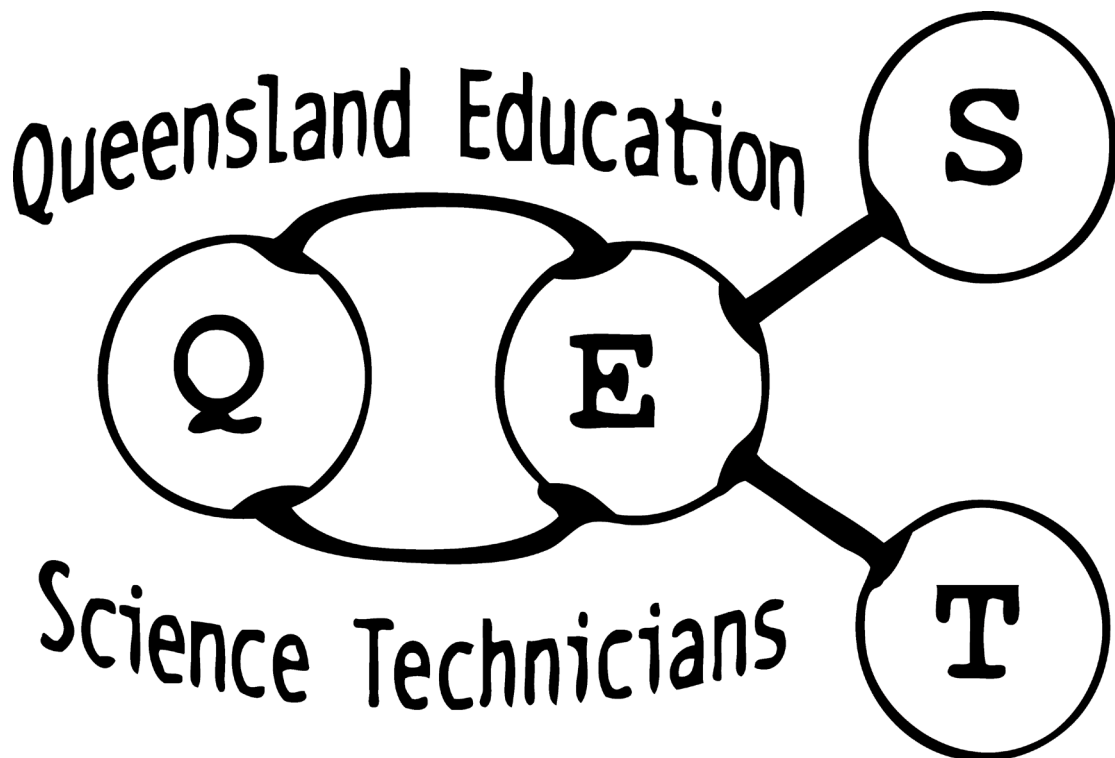


Queensland Education Science Technicians Inc.

ABN: 74766276412

Incorporation no.: IA12574



RULES of ASSOCIATION

updated July 2021

CONTENTS

1.	NAME.....	3
2.	OBJECTIVES	3
3.	POWERS	3
4.	MEMBERSHIP	4
5.	MEMBERSHIP FEES	4
6.	ADMISSION AND REJECTION OF MEMBERS	5
7.	REGISTER OF MEMBERS	5
8.	TERMINATION OF MEMBERSHIP	5
9.	APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP ...	6
10.	THE MANAGEMENT COMMITTEE	
	a) Membership of the Management Committee	6
	b) Vacancies on Management Committee	7
	c) Functions of the Management Committee	7
	d) Sub-Committee	7
11.	ANNUAL GENERAL OR GENERAL MEETINGS OR MANAGEMENT COMMITTEE MEETINGS	
	a) Annual General meetings	8
	b) General Meetings and Management Committee Meetings	8
12.	FUNDS AND ACCOUNTS	10
13.	FINANCIAL YEAR	11
14.	ALTERATION OF RULES	11
15.	COMMON SEAL	11
16.	DOCUMENTS	11
17.	DISTRIBUTION OF SURPLUS ASSETS	11

1. NAME

The name of the Association is Queensland Education Science Technicians Incorporated.

2. OBJECTIVES

The objectives for which the Association is established are:

To further the professional image and the recognition of the technical role of Science Technicians, Laboratory Technicians, Laboratory Assistants and Laboratory Managers within the secondary education system.

To establish and maintain a communication network to link all association members.

To encourage the professional development of Science Technicians, Laboratory Technicians, Laboratory Assistants and Laboratory Managers through provision of a wide range of training programs.

3. POWERS

The powers of the Association are:

1. To subscribe to become a member of and cooperate with any other Association, Club or Organisation whether incorporated or not whose objectives are altogether or in part similar to those of the Association, provided that the Association shall not subscribe to or support with its funds any Association, Club or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of RULE 17.
2. In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association, or person frequenting the Association premises.
3. To enter into any arrangement with any government or authority that are incidental or conducive to the attainment of the objectives and the exercise of the powers of the Association to obtain from any such government or authority any rights, privileges and concessions which the Association may think it desirable to obtain, and to carry, exercise and comply with any such arrangements, rights, privileges and concessions.
4. To appoint, employ, remove or suspend such persons as may be necessary or convenient for the purpose of the Association.
5. To remunerate any persons or body corporation for services rendered, or to be rendered.
6. To invest and deal with the money of the Association, not immediately required, in such manner as may from time to time be thought fit.
7. In furtherance of the objectives of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.

8. To take any gifts or property, whether subject to any special trust or not, for any one or more of the objectives of the Association.
9. To take such steps by personal or written appeals, public meetings or otherwise as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association in the shape of donations, annual subscriptions or otherwise.
10. To print and publish any newspaper, periodicals, books or leaflets that the Association may think desirable for the promotion of its objectives.
11. To make donations for patriotic, charitable or community purposes.

4. MEMBERSHIP

1. The membership of the association shall consist of:

- a) Ordinary Members - a member with full membership benefits:

Defined as persons currently employed in a science laboratory role in a Queensland education facility.

This includes, but is not limited to, the following roles: Science Technicians, Scientific Officers, Laboratory Technicians, Laboratory Managers, Laboratory Supervisors, Laboratory Coordinators, Laboratory Assistants, Teacher aides employed to perform the duties of a laboratory technician, Teachers performing the duties of a laboratory technician as a formal part of their role (ie. For example in regional or small schools where there is no science laboratory support staff allocation), in either a state or private institution.

Ordinary members shall have the right to vote and eligibility to nominate for and hold a position on the Management Committee or subcommittee.

- b) Associate Members - a member with limited benefits:

Defined as persons previously employed, but no longer employed, in a science laboratory support role in a Queensland education facility (as defined in ordinary membership); or persons currently employed in a science laboratory support role in an Australian education facility, other than in Queensland (as defined in ordinary membership);

Science Teacher or HOD Science where the laboratory staff are ordinary QEST members; or a pre-service teacher specialising in science.

Associated members may attend QEST meetings at the invitation of Management Committee members or by application to Management Committee. Associated members do not have voting rights at any QEST meetings, nor may they hold any official position of office within the association, nor may they interfere with the decisions of the Management Committee.

2. The number of members in the Association shall be unlimited.

5. MEMBERSHIP FEES

1. The membership fees for both Ordinary and Associate membership shall be such sum as the members shall from time to time at any general meeting so determine.
2. The membership fees for membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

6. ADMISSION and REJECTION of MEMBERS

1. At the next meeting of the Management Committee, after the receipt of an application and the fee applicable for membership, such application shall be considered by the Management Committee who shall thereupon determine upon the admission or rejection of the application.
2. An applicant who receives a majority of votes of the members of the Management Committee present at the meeting which such application is being considered shall be accepted as a member.
3. Upon the acceptance or rejection of an application for membership, the secretary shall forthwith give the application notice in writing of such acceptance or rejection.

7. REGISTER of MEMBERS

1. The Management Committee shall cause a register to be kept, in which shall be recorded the names and residential addresses of all persons admitted to membership of the Association, and the dates of their admission.
2. Particulars shall be entered into the register of deaths, resignations, terminations and reinstatement of membership, and any further particulars as the Management Committee or the members, at any general meeting, may require from time to time.
3. The register records shall be made available for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

8. TERMINATION of MEMBERSHIP

1. A member may resign from the Association at any time giving notice in writing to the Secretary, such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date.
2. If a member:
 - a) Is convicted of an indictable offence; or
 - b) Fails to comply with any of the provisions of the rules; or
 - c) Has membership fees in arrears for a period of two months or more; or
 - d) Conducts themselves in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether their membership shall be terminated.
3. The member concerned shall be given full and fair opportunity of presenting their case and if the Management Committee resolves to terminate their membership it shall instruct the Secretary to advise the member in writing accordingly.

9. APPEAL AGAINST REJECTION or TERMINATION of MEMBERSHIP

1. A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of their intention to appeal against the decision of the Management Committee.
2. Upon receipt of a notification of intention to appeal against rejection or termination of membership, the Secretary shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal. At any such general meeting the applicant shall be given the opportunity to fully present their case, and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
3. Where a person, whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

10. THE MANAGEMENT COMMITTEE

A. Membership of the Committee

1. The Management Committee of the Association shall consist of,
 - a) At a minimum, the following Office Bearers: President, Vice-President, Secretary, and Treasurer. Also
 - b) Any such number of other Office Bearers positions as the Management Committee may nominate, and
 - c) Any number of General Committee Members, all such persons shall be members of the Association and be elected to the Management Committee by a majority vote of the Members of the Association, at any General Meeting.
2. At the Annual General Meeting of the Association all the Members of the Management Committee for the time being shall retire from office but shall be eligible, upon nomination, for re-election.
3. The election of Officers and General Members of the Management Committee shall take place in the following manner:
 - a) Any two Members of the Association shall be at liberty to nominate any other Member of the Association to serve as an Officer or General Member of the Management Committee;
 - b) The nomination which shall be in writing and signed by the Member and their Proposer and Secunder shall be lodged with the Secretary at least fourteen days before the Annual General Meeting at which the election is to take place;
 - c) A list of the Candidates' names in alphabetical order with the proposer and Seconders names should be posted conspicuously for at least seven days immediately preceding the Annual General Meeting;

- d) Balloting lists shall be prepared, if necessary, containing the names of the Candidates in alphabetical order and each member present at the Annual General Meeting shall be entitled to vote for any number of such Candidates not exceeding the number of vacancies;
- e) Should, at the commencement of such Annual General Meeting, there be an insufficient number of candidates nominated, nominations will then be called for from the floor of the Annual General Meeting.

B. Vacancies of Management Committee

- 1. The Management Committee shall have the power at any time to appoint any Member of the Association to fill any casual vacancy in the Management Committee until the next Annual General Meeting.
- 2. The continuing Members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to those rules as the necessary quorum of the Management Committee, the continuing Member or Members may act for the purpose of increasing the number of Members of the Management Committee to that number, or of summoning a General Meeting of the Association, but for no other purpose.

C. Functions of the Management Committee

- 1. Except as otherwise provided by these rules and subject to resolution of the Members of the Association carried at any General Meeting, the Management Committee:
 - a) Shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - b) Shall have authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.
- 2. The Management Committee may exercise all powers of the Association:
 - a) To borrow or raise or secure the payment of money in such manner as the Members of the Association may think fit;
 - b) To invest in such manner as the Members of the Association may from time to time determine.

D. Sub-Committee

- 1. The Management Committee may delegate any of its powers to a Sub-Committee consisting of such Members of the Association as the Management Committee thinks fit. Any Sub-Committee so formed shall in the exercise of the powers so delegate conform to any regulations that may be imposed on it by the Management Committee.
- 2. A Sub-Committee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson is not present, the Members present may choose one of their number to be Chairperson of the meeting.
- 3. A Sub-Committee may meet and Adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the Members present and in the case of an equality of votes the question shall be deemed to be decided in the negative.

11. ANNUAL GENERAL or GENERAL MEETINGS or MANAGEMENT COMMITTEE MEETINGS

A. Annual General Meeting

1. The Annual General Meeting shall be held within three months of the close of the financial year.
2. The business to be transacted at every Annual General Meeting shall be:
 - a) The receiving of the Management Committee's Report and the Statement of Income and Expenditure, Asset and Liabilities and Mortgages Charges and Securities affecting the property of the Association for the proceeding financial year; and
 - b) The receiving of the Auditors Report upon the books and accounts for the preceding financial year; and
 - c) The election of Members of the Management Committee; and
 - d) The appointment of an Auditor.

B. General Meetings and Management Committee Meetings

1. The Secretary shall convene all General meetings or Special General Meetings of the Association:
 - a) When directed to do so by the Management Committee; or
 - b) On the requisition, in writing, signed by not less than one-third of the Members presently on the Management Committee, or not less than the number of Members of the Association which equals double the number of Members on the Management Committee plus one. Such requisition shall clearly state the reasons why any such meeting is being convened, and the nature of the business to be transacted thereat; or
 - c) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an Application for Membership or to Terminate the Membership of any person; or
 - d) By giving not less than fourteen days' notice of any such meeting to the Members of the Association.
2. At any General Meeting the number of Members required to constitute a quorum shall be double the number of Members presently on the Management Committee plus one.
3. No business shall be transacted at any General Meeting unless a quorum of Members is present at the time when the meeting precedes to business.
4. The Management Committee shall meet at least every two calendar months to exercise its functions.
5. At every meeting of the Management Committee a simple majority, of a number equal to the number of Members elected and/or appointed to the Management Committee as at the close of the last General Meeting of the Members, shall constitute a quorum.
6. The Management Committee may meet together and regulate its proceedings as it thinks fit: provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and in the case of an equality of votes the question shall be deemed to be decided in the negative.

7. At every General Meeting, Special General Meeting or Management Committee Meeting of the Association:
 - a) The President shall preside as Chairperson, or if the President is not present or is unwilling to act, the Vice-President shall be the Chairperson, or if the Vice-President is not present or is unwilling to act, the Members shall elect one of their number to be Chairperson of the meeting;
 - b) The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
 - c) Every question, matter or resolution shall be decided by a majority of votes of the Members present.
8. Every Member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote, provided that no Member shall be entitled to vote at any General Meeting if their Membership is in arrears at the date of the meeting.
9. Voting shall be by show of hands or a division of members, unless not less than one-fifth of the Members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two Members to conduct the secret ballot in such manner as determined, and the result of the ballot declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
10. A Member may vote in person or by Proxy, on a show of hands every person present who is a Member shall have one vote, and in a secret ballot every Member present in person or by Proxy shall have one vote.
11. The instrument appointing a Proxy shall be in writing. A Proxy may, but need not be a Member of the Association.
12. Where it is desired to afford Members an opportunity of voting for or against a resolution, the instrument appointing a Proxy shall be in the following form or as near thereto as circumstances permit:

Association: _____
I, _____ of _____
being a Member of the above named Association, hereby
appoint: _____ of _____
or failing: _____ of _____
as my Proxy to vote for me on my behalf at the General Meeting of
the Association to be held on the _____ day of _____,
20____, and at any adjournment thereof.
Signed this _____ day of _____, 20____.
Signature _____

*This form to be used *in favour of\ *against the resolution.*

**Strike out which is not desired.(Unless otherwise instructed the Proxy may vote as they think fit)*

13. The instrument appointing a Proxy shall be deposited with the Secretary prior to the commencement of any meeting at which the person named in the instrument proposed to vote.
14. The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee Meeting and General Meeting to be entered in writing or electronically, to be opened for inspection at all reasonable times by any Financial

Member who previously applies to the Secretary for such inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that Meeting, or the Chairperson of the next succeeding Management Committee meeting, verifying their accuracy. Similarly the minutes of every General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General Meeting provided that the minutes of any Annual General Meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding General or Annual General Meeting.

12. FUNDS AND ACCOUNTS

1. The Funds of the Association shall be deposited in the name of the Association, in such banking institution as the Management Committee may from time to time direct.
2. Proper Books and Accounts shall be kept and maintained, either in written, electronic or printed form, in the English Language, showing correctly the financial affairs of the Association and the particulars usually shown on computer or in books of such nature.
3. All monies shall be deposited as soon as practicable after receipt thereof into the QEST primary Business Account.
4. All monies, from the QEST primary Business Account shall be paid by cheque or Electronic Funds Transfer (EFT), signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
5. An additional account, solely to be used for debit card payments, may be used in addition to the primary business account. One or more visa debit cards held by QEST office bearers as determined by the Management Committee will operate on this account and payments approved by the committee may be expended solely by any person authorised to hold a debit card. Funds will be transferred to this account from the primary Business account by EFT (as per rule (4), only as required for approved payments by debit card.
6. Cheques shall be crossed 'Not Negotiable' except those in payment of Wages, Allowances or Petty Cash recoupment, which may be open.
7. The Management Committee shall determine the amount of Petty Cash which shall be kept on the Imprest System.
8. All expenditure shall be approved or ratified at a Management Committee Meeting.
9. As soon as practicable after the end of the Financial Year the Treasurer shall cause to be prepared a Statement containing the particulars of:
 - a) The income and Expenditure of the financial year just ended; and
 - b) The Assets and Liabilities and of all Mortgages Charges and Securities affecting the Property of the Association at the close of that year.
10. All such Statements shall be examined by the Auditor who shall present his report upon such Audit to the Secretary prior to the holding of the next Annual General Meeting following the Financial Year in respect of which such audit was made.

*The income and Property of the Association, whence soever derived, shall be used and applied solely in promotion of its objectives and in the exercise of its powers as set out herein, and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of divided bonus, or otherwise by way of profit to or amongst the Members of the Association, provided that nothing herein contained shall prevent the payment, in good faith, of interest to any such Member in respect of moneys advanced by them to the

13. FINANCIAL YEAR

The Financial Year of the Association shall close on the thirtieth day of April in each year.

14. ALTERATION OF RULES

1. Subject to the Act, these rules may be amended, repealed or added to by special resolution carried at a general meeting.
2. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

15. COMMON SEAL

The Management Committee shall provide for a Common Seal and for its safe custody the Common Seal shall only be used by the authority of the Management Committee and every instrument to which the Seal is affixed shall be signed by a Member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

16. DOCUMENTS

The Management Committee shall provide for the safe custody of Books, Documents, Instruments of Title and Securities of the Association.

17. DISTRIBUTION OF SURPLUS ASSETS

If the Association shall be wound up in accordance with the provisions of the Associations Incorporations Act 1981 – 1990 and there remains after 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 or institutions having objectives similar to the objectives of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 28(10) such institution or institutions to be determined by the Members of the Association.