



Sunshine Coast Bicycle Club

SCBC Rules 2020

Introduction

The Sunshine Coast Bicycle Club (SCBCLUB) Incorporated, has developed the following rules for the management of the association.

The name of the incorporated association is **Sunshine Coast Bicycle Club Inc.** (the association).

These rules are titled **SCBC Rules 2020**.

Operations

1. Objectives of SCBCLUB

The objects of the association are—

- 1) To provide cycling experiences to members and others.
- 2) To organise rides for recreational, touring, and commuting cyclists.
- 3) To accommodate cyclists with a wide range of skill, fitness, and experience.
- 4) To provide social, non-competitive rides and cater for most levels of proficiency.
- 5) To promote safe cycling practices.
- 6) To advocate for the development of facilities and access to existing facilities for cyclists.
- 7) To encourage members to participate in charity fund-raising rides.

2. Powers

- 1) The association has the powers of an individual.
- 2) The association may, for example:
 - (a) enter into contracts; and
 - (b) acquire, hold, deal with and dispose of property; and
 - (c) make charges for services and facilities it supplies; and
 - (d) make donations for charitable or community purposes; and
 - (e) do other things in carrying out its affairs and objectives.

3. By-laws

- 1) The management committee may make, amend, or repeal by-laws, for the internal management of the association.
- 2) A by-law may be set aside by a vote of members at a general meeting of the association.

4. Alteration and interpretation of rules

- 1) Subject to the Act, these rules may be amended, repealed, or added to by a special resolution carried at a general meeting or annual general meeting.
- 2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.
- 3) The provision at section 47(1) of the *Associations Incorporation Act 1981* does not apply.

5. Funds and accounts

- 1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- 2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer (EFT).
- 5) If a payment of \$100 or more is made it must be authorised by any 2 of the following:
 - (a) the president
 - (b) the secretary
 - (c) the treasurer
 - (d) the vice president
- 6) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 7) All expenditure must be approved or ratified at a management committee meeting.

6. General financial matters

- 1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

7. Documents

- 1) The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

8. Financial year

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

9. Distribution of surplus assets to another entity

- 1) This rule applies if the association:
 - (a) is wound-up under part 10 of the Act; and
 - (b) has surplus assets.
- 2) The surplus assets must not be distributed among the members of the association.
- 3) The surplus assets must be given to another entity:
 - (a) having objects similar to the association's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.

10. Internal grievance process

- 1) A member may raise a grievance about the association or a member, with the secretary by submitting details of the matter in writing.
- 2) Where the matter cannot be resolved quickly (within 1 month) by the president, the secretary will call a meeting of the management committee to consider the matter.
- 3) The member will be given the opportunity to meet and explain the matter, or may appoint any person to act on their behalf.
- 4) The management committee will:
 - (a) consider all the information and may interview other members or persons.
 - (b) provide for unbiased mediation if the grievance/dispute cannot be initially resolved amongst parties.
 - (c) make a decision to address the grievance.
 - (d) inform all parties of the decision of the management committee.

Members

11. Classes of members

- 1) The membership of the association consists of ordinary members, and life members.

12. New membership

- 1) An application for membership must be submitted via the Club's online form and accompanied by the applicable membership and joining fees. Applicants are required to confirm their agreement to the Club's membership terms and conditions as part of the online application process.
- 2) A new member will be informed about the association's public liability insurance details, either through information on the application form or other means.
- 3) The treasurer and secretary together have authority to decide on an application for membership and the amount payable based on the proportion of the membership year.

13. Membership fees

- 1) The membership fee for each ordinary membership and for each other class of membership (if any):
 - (a) is the amount decided by the members from time to time at a general meeting; and
 - (b) is payable when, and in the way, the management committee decides.

14. When membership ends

- 1) Membership of the association is for one year commencing 1 January and is subject to paying the annual membership fee. Unpaid membership in arrears for at least 2 months voids membership.
- 2) A member may resign from the association by giving a written notice of resignation to the secretary.
- 3) The resignation takes effect at:
 - (a) the time the secretary receives the notice; or
 - (b) if a later time is stated in the notice—the later time within that membership year.
- 4) The management committee may terminate a member's membership if the member:
 - (a) is convicted of an indictable offence; or
 - (b) does not comply with any of the provisions of these rules; or
 - (c) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
- 5) Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 6) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

15. Register of members

- 7) The management committee must keep a register of members of the association; this will be in a format it determines.
- 8) The register must be open for inspection by members of the association at all reasonable times.
- 9) A member must contact the secretary to arrange an inspection of the register.
- 10) However, the management committee may withhold information about members (other than members name) if it has reasonable grounds for believing the disclosure of the information would put a member(s) at risk of harm or breach privacy legislation.
- 11) The management committee and the member obtaining information are bound by privacy legislation.

Management committee

16. Appointment or election of secretary

- 1) The secretary must be an individual 18 years or older residing in Queensland who is a member of the association elected by the association as secretary.
- 2) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.

17. Removal of secretary

- 1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- 2) If the management committee removes a secretary, the person remains a member of the management committee.

18. Functions of secretary

- 1) The secretary's functions include, but are not limited to—
 - (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the association; and
 - (b) keeping minutes of each meeting; and
 - (c) keeping copies of all correspondence and other documents relating to the association; and
 - (d) maintaining the register of members of the association in coordination with the treasurer.

19. Membership of management committee

- 1) The management committee of the association consists of a president, treasurer, secretary and vice president. It may include other members elected at a general meeting.
- 2) A member of the management committee, must be a member of the association.
- 3) At each annual general meeting of the association, the members of the management committee are elected to commence immediately after an election or from a future date.
- 4) All members of the management committee retire from office but are eligible, on nomination, for re-election.
- 5) A member of the association may be appointed to a casual vacancy by the management committee as required.
- 6) A casual vacancy, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies, or otherwise stops holding office.

20. Electing the management committee

- 1) A member of the management committee may only be elected as follows:
 - (a) any 2 members of the association may nominate another member (the **candidate**) to serve as a member of the management committee.
 - (b) the nomination must be:
 - i. in writing; and
 - ii. signed by the candidate and the members who nominated him or her; and
 - iii. given to the secretary at least 7 days before the annual general meeting at which the election is to be held.
 - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee.
 - (d) if at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
 - (e) Even where there are enough candidates nominated, the chairperson must take additional nominations from the floor if directed by the meeting.

- 2) A person may be a candidate only if the person:
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- 3) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.

21. Resignation, removal, or vacation of office of management committee member

- 1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- 2) The resignation takes effect at—
 - (a) the time the secretary receives the notice; or
 - (b) if a later time is stated in the notice—the later time.
- 3) A member 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.
- 4) 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.
- 5) A member has no right of appeal against the member's removal from office under this rule.
- 6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

22. Vacancies on management committee

- 1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- 2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 3) However, if the number of committee members is less than the number fixed for a quorum, of the management committee, the continuing members may act only to—
 - (a) increase the number of management committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

23. Functions of management committee

- 1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property, and funds of the association.
- 2) The management 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 Act and any regulation made under the Act. (The Act prevails if the association's rules are inconsistent with the Act).
- 3) The management committee will carry out its functions in the best interests of the association, as far as practicable, and with due care and diligence. They have a duty to-
 - (a) prevent the association from trading while insolvent.
 - (b) not use their position, or information obtained from their position, to gain a benefit or material advantage for themselves or another person, or cause detriment to the association.
- 4) Management committee members are to disclose when they have material personal interests in a matter.
- 5) If a committee member has a personal interest in a matter being considered at a management committee meeting, the member will not be able to be present at the meeting or vote on the matter unless permitted to do so by the management committee.

Meetings

24. Meetings of management committee

- 1) The management committee may meet and conduct its proceedings as it considers appropriate. This includes using technology such as video conferencing and communicating by email or other electronic method.
- 2) The management committee must meet at least once in every 4 calendar months to exercise its functions. The President or Secretary will call a meeting by providing notification and an agenda.
- 3) 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.
- 4) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- 5) The president is to preside as chairperson at a management committee meeting.
- 6) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

25. Quorum for, and adjournment of, management committee meeting

- 1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- 2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- 3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- 4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

26. Special meeting of management committee

- 1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- 2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
 - (a) A request for a special meeting must state why the special meeting is called; and the business to be conducted at the meeting.
 - (b) A notice of a special meeting must state the day, time and place of the meeting; and the business to be conducted at the meeting.
- 3) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

27. Resolutions of management committee without meeting

- 1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

28. Annual general meetings

- 1) Each annual general meeting must be held at least once each year; and within 6 months after the end date of the association's reportable financial year.
- 2) The following business must be conducted:
 - (a) presenting the financial statement and signed statement for the last reportable financial year.
 - (b) electing members of the management committee.

This rule applies only if the association is a level 3 incorporated association to which section 59B of the Act applies. If this status changes then the requirements of the Act apply.

29. Notice of general meeting

- 1) The secretary must call a general meeting of the association by contacting each member of the association.
- 2) Email is the accepted format for contacting members.
- 3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- 4) A notice of a general meeting must state the business to be conducted at the meeting.

30. Quorum for, and adjournment of, general meeting

- 1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- 2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- 3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- 4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- 5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- 6) The chairperson may, with the consent of any meeting at which there is a quorum, 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 subrule (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.

31. Procedure at general meeting

- 1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- 3) At each general meeting:
 - (a) the president is to preside as chairperson; and
 - (b) 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 chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way.

32 Voting at general meeting

- 1) 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.
- 2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- 3) 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.
- 4) The method of voting is to be decided by the management committee.
- 5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- 7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.
- 8) For a special resolution to pass it will need 75% of the vote from members who are present and entitled to vote.

33. Special general meeting

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

34. Minutes of meetings

- 1) The secretary must record all resolutions and key proceedings of each management committee, general meeting, and annual general meeting. These records, to be known as minutes of meetings will be kept as official records.
- 2) To ensure the accuracy of the minutes, the minutes of each meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting, verifying their accuracy.
- 3) If asked by a member of the association, the secretary must, within 14 days after the request is made:
 - (a) make the minutes for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.

35 Proxies

1) An instrument appointing a proxy must be in writing and be in the following or similar form:

Sunshine Coast Bicycle Club Inc. Member proxy vote.		
As a member of the association, I appoint the following person as my proxy to vote for me on my behalf at an annual, general or special meeting (including any adjournment of meeting).		
Name of member	Signature of member	Date signed
Name of proxy - appointee	Signature of proxy – appointee	Date signed
Instructions from member		
I authorise the appointee to vote as he/she determines. Or ...		YES / NO
I instruct the appointee to vote on the following resolution.	(insert meeting date and resolution wording)	AFFIRMATIVE or NEGATIVE

- 2) The instrument appointing a proxy must—
- a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - b) if the appointor is a corporation—be under seal if used by that corporation; or
 - c) be signed by a properly authorised officer or attorney of the corporation.
- 3) A proxy may be a member of the association or another person.
- 4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.
- 5) 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.

36 Other matters - Common Seal

- 1) 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 and shall be countersigned by the Secretary or by a second member of the Management Committee for the purpose.
- 2) Where it is not a legal requirement to use a common seal for executing contracts and documents, then the Management Committee may choose not to use a common seal.

END

These rules were adopted by the members of Sunshine Coast Bicycle Touring Club at the annual general meeting held 25 July 2020.

The Club name change was approved 16 October 2025 by Office of Fair Trading.

Sunshine Coast Bicycle Club Inc.
Organisation Number: IA14117

I hereby certify this is a true and correct copy of the rules adopted by the members of the incorporated association.

Position	Name	Signed	Date
Secretary	Michael Jacobson		