

RULES OF THE AUSTRALIAN PARAMEDICS ASSOCIATION QLD INC

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RULES

1 Interpretation

1.1 Interpretation

In these rules:

- (a) **Act** means the *Associations Incorporation Act 1981* (Qld).
- (b) **Ambulance Professional Member** has the meaning set out in rule 3.1(b).
- (c) **Application Form** means the application form approved by the Management Committee and available on the Association Website.
- (d) **Association** means the Australian Paramedics Association Queensland Inc.
- (e) **Association Website** means the website of the Association accessible at <https://www.apaq.com.au/> or as otherwise notified by the Management Committee.
- (f) **Candidate** means a Member who is nominated to serve on the Management Committee in accordance with rule 4.3(d).
- (g) **Casual Vacancy** refers to a situation where a position on the Management Committee becomes vacant because a member of the Management Committee resigns, dies, becomes incapacitated or is otherwise removed pursuant to these rules.
- (h) **Chairperson** has the meaning set out in rule 5.1(c) and rule 5.8(b), as the case may be.
- (i) **Chief Executive** means the chief executive of the Office of Fair Trading Queensland.
- (j) **Financial Member** means Registered Paramedic Members, Ambulance Professional Members and Retired Paramedic Members who pay Membership Fees in accordance with clause 3.5.
- (k) **General Meeting** means a meeting of the Members of the Association.
- (l) **Grievance** has the meaning set out in rule 7.2(a).
- (m) **Grievance Notice** has the meaning set out in rule 7.2(a).
- (n) **Honorarium Member** has the meaning set out in rule 3.1(b)(v), and includes individuals who may be a registered paramedic, ambulance or other professionals and are:
 - (i) appointed to the Management Committee; or
 - (ii) appointed to the Member Liaison Sub-Committee.
- (o) **Management Committee** means the management committee of the Association, constituted in accordance with rule 4.

- (p) **Member** means a person who has successfully applied to be, and remains a member, of the Association.
- (q) **Member Liaison Sub-Committee** means the sub-committee appointed by the Management Committee in accordance with rule 4.10(b).
- (r) **Member Register** means the register of members maintained by the Management Committee in accordance with rule 3.8.
- (s) **Membership Class** means the class of members of the Association as determined by the Management Committee from time to time and as stipulated in rule 3.1(b):
 - (i) Registered Paramedic Members;
 - (ii) Ambulance Professional Members;
 - (iii) Retired Paramedic Members;
 - (iv) University Student Members; and
 - (v) Honorary Members.
- (t) **Membership Fee** means the membership fee determined by the Management Committee to be payable by a Member based on their Membership Class.
- (u) **PII Policy** means the professional indemnity insurance policy obtained by the Association in accordance with rule 8.5(a).
- (v) **Registered Paramedic Member** has the meaning set out in rule 3.1(b).
- (w) **Retired Paramedic Members** has the meaning set out in rule 3.1(b).
- (x) **University Student Member** has the meaning set out in rule 3.1(b).

1.2 Exclusion of Model Rules

The provision at section 47(1) of the Act does not apply.

1.3 Name

The name of the Association shall be "Australian Paramedics Association Queensland Inc" (**APA Qld**).

2 Objects and Powers

2.1 Objects

The objects of the Association are to:

- (a) promote, protect, and advance the paramedic profession, ambulance professionals and paramedics in Queensland;
- (b) maintain the honour and interests of the paramedic profession in Queensland;

- (c) encourage fellowship among paramedics and ambulance professionals in Queensland;
- (d) advance the general and social interests of the paramedic profession, ambulance professionals and paramedics in Queensland;
- (e) maintain the tradition and integrity of the paramedic profession in Queensland;
- (f) consider, originate, and promote improvements in laws relating to the paramedic profession and to support, oppose or petition Parliament about those laws;
- (g) arrange for Members to receive legal advice or support for individual professional matters ; and
- (h) do any other lawful things that are incidental and conducive to promoting, protecting, and advancing the interests of the paramedic profession in Queensland.

2.2 Powers

The Association has the powers to:

- (a) enter into contracts;
- (b) acquire, hold, deal with or dispose of property;
- (c) make charges for services and facilities it supplies;
- (d) do other things necessary or convenient to be done in carrying out its affairs.

2.3 No Industrial Registration

The Association is not an employee organisation registered under the *Industrial Relations Act 2016* (Qld).

3 Membership

3.1 Class of Membership

- (a) A person is eligible for Membership if the person normally resides within Queensland and is of a standard and character expected of a reasonable person (as determined by the Management Committee).
- (b) The membership of the Association may consist of Members in the following Membership Classes:
 - (i) Registered Paramedic Member,
 - (ii) Ambulance Professional Member, being an individual engaged by an ambulance service in any capacity, other than as a registered paramedic, including but not limited to patient transport officers and emergency medical dispatchers;
 - (iii) Retired Paramedic Member, being an individual who was a registered paramedic employed by an ambulance service and who is now retired;

- (iv) University Student Member, being an individual enrolled as a student at any Australian University and undertaking any degree that allows entry into a graduate paramedic position within an ambulance service; and
- (v) Honorarium Members, being individuals who may be a registered paramedic, ambulance or other professionals and are:
 - (A) appointed to the Management Committee; or
 - (B) appointed to the Member Liaison Sub-Committee.

3.2 Membership Rights

- (a) Registered Paramedic Members, Ambulance Professional Members, Retired Paramedic Members and Honorarium Members have the right to:
 - (i) receive notices of, and to attend and speak at, general meetings; and
 - (ii) vote at general meetings.
- (b) University Student Members have the right to receive notices of, and attend and speak at, general meetings of the Association but do not have a right to vote at general meetings.

3.3 Application for Membership

- (a) An individual wishing to be a Member of the Association must apply for membership by completing the Application Form approved by the Management Committee (from time to time) available on the Association Website.
- (b) Any individual becoming a Member must pay the requisite Membership Fee, which corresponds with their Membership Class.

3.4 Honorarium Members

- (a) Each of the following persons are deemed to be Honorarium Members of the Association:
 - (i) each member of the Management Committee, provided they are Members of the Association; and
 - (ii) each member of the Member Liaison Sub-Committee.
- (b) The Management Committee may, in its reasonable discretion, decide to remunerate the Honorarium Members for their contributions to the operation of the Association in the below amounts, or as determined by the Management Committee from time to time:
 - (i) Management Committee members – \$10,000.00 annually per member; and
 - (ii) Member Liaison Sub-Committee members - \$2,500.00 annually per member.

3.5 Membership Fees

- (a) All Members must pay the Membership Fee which corresponds with their Membership Class.
- (b) Membership Fees must be paid by Members each fortnight.
- (c) The Membership Fee will be determined by the Management Committee and may differ for each Membership Class.
- (d) The Management Committee, in its absolute discretion, may waive, refund, reduce, or vary the Membership Fees for any Member.

3.6 Cessation of Membership

- (a) A Member ceases to be a Member if they:
 - (i) die; or
 - (ii) resign in writing effective from the date of the notification or the date specified in the notice of resignation.
- (b) The Management Committee may terminate the Membership of a person if the Member:
 - (i) is convicted of an indictable offence;
 - (ii) does not comply the provisions of these rules;
 - (iii) has Membership Fees in arrears of at least 1 month;
 - (iv) conducts themselves in a way which the Management Committee, in its reasonable discretion, considers to be injurious or prejudicial to the interests of the Association; and
 - (v) ceases to be eligible for Membership in accordance with these rules.
- (c) If the Management Committee intends to terminate the Membership of a Member, then:
 - (i) the Management Committee must give the Member at least fourteen (14) days' written notice of a motion to terminate their Membership (**Termination Notice**);
 - (ii) the Termination Notice must set out the details of the alleged conduct of the Member; and
 - (iii) the Member must be given an opportunity to address the Management Committee and show cause in respect to the Termination Notice.

3.7 Appeal against Membership Termination

- (a) A person (**Applicant**) whose application for Membership has been rejected, or whose Membership has been terminated (**Decision**), may give the secretary of the Association

a written notice of the person's intention to appeal the Decision of the Management Committee (**Notice of Intention**).

- (b) A Notice of Intention must be given to the secretary within 1 month after the Applicant receives notice of the Decision.
- (c) If the secretary receives a Notice of Intention, the secretary must, within 1 month after receiving the Notice of Intention, call a general meeting of the Association to decide the appeal.
- (d) If the secretary calls a general meeting to decide an appeal, then:
 - (i) the general meeting must be held within three (3) months after the secretary receives the Notice of Intention;
 - (ii) at the general meeting, the Applicant and the Management Committee must each be given an opportunity to show why the Membership application should or should not be rejected, or the Membership should or should not be terminated;
 - (iii) the appeal must be decided by a majority vote of the Members present and eligible to vote.

3.8 Register of Members

- (a) The Management Committee must keep a register of Members (**Member Register**).
- (b) The Member Register must include the following details of Members:
 - (i) the full name;
 - (ii) the postal or residential address;
 - (iii) the date of admission as a Member;
 - (iv) the date the Member ceases to be a Member (if applicable); and
 - (v) any other particulars the Management Committee decide at a general meeting.
- (c) Subject to Rule 3.7(d), Members may request to inspect the Member Register by notice to the secretary of the Association.
- (d) The Management Committee may, on the application of a Member, withhold information about the Member (other than the Member's full name) from the Member Register available for inspection by other Members if the Management Committee has reasonable grounds for believing the disclosure of the information would put the Member at risk of harm.

3.9 Prohibition on Use of Information on the Member Register

A Member must not, unless approved by the Management Committee:

- (a) use information obtained from the Member Register to contact, or send material to, the Association or a Member for the purpose of advertising for political, religious, charitable, or commercial purposes; or
- (b) disclose information from the Member Register to someone else, knowing that the information is likely to be used to contact, or send material to, the Association or a Member for the purpose of advertising for political, religious, charitable, or commercial purposes.

4 Management Committee

4.1 Management Committee

- (a) The Association must be governed by a Management Committee, which:
 - (i) must comprise a president, secretary, and treasurer; and
 - (ii) may include a vice-president and two (2) general committee members.
- (b) All persons elected to the Management Committee must be adults.
- (c) The positions of president, secretary, treasurer, and vice-president of the Management Committee shall each be for a term of two (2) years, elected in alternate years in accordance with rule 4.3(c).
- (d) The position of general committee member of the Management Committee shall be for a term of one (1) year.
- (e) Each person appointed to the Management Committee is also appointed as an Honorarium Member, in accordance with rule 3.4.

4.2 Eligibility to be elected to the Management Committee

- (a) Any Member may be eligible for election to the Management Committee provided they:
 - (i) are an adult;
 - (ii) are not ineligible under section 61A of the Act; and
 - (iii) have been a Financial Member for at least six (6) months.
- (b) A member of the Management Committee, other than a secretary appointed by the Management Committee under rule 4.4(a)(ii)(C), must be a Member.

4.3 Election to the Management Committee

- (a) The members of the Management Committee shall be elected at the annual general meeting of the Association, or any general meeting of the Association in accordance with these rules.

- (b) At each annual general meeting of the Association, the two (2) general committee members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
- (c) At each alternate annual general meeting of the Association:
 - (i) the president and the treasurer must retire from office, but are eligible, on nomination, for re-election; and
 - (ii) the vice-president and secretary must retire from office, but are eligible, on nomination, for re-election.
- (d) To be elected as a member of the Management Committee:
 - (i) at least two (2) Members must nominate a Candidate to serve on the Management Committee; and
 - (ii) the nomination of the Candidate must be in writing, signed by the Candidate and the members who nominated the Candidate and given to the secretary at least 14 days before the annual general meeting at which the election will be held.
- (e) A list of the Candidates' names in alphabetical order, with the names of the Members who nominated each Candidate, must be posted in a conspicuous place in the office, or the usual place of meeting of the Association, or distributed via electronic means, at least 7 days immediately preceding the annual general meeting.
- (f) At each annual general meeting:
 - (i) each Member present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Management Committee; and
 - (ii) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

4.4 Appointment of Secretary

- (a) The secretary must be an adult residing in Queensland, or in another State but not more than 65kms from the Queensland border, and must be:
 - (i) a Member of the Association elected by the Association as secretary; or
 - (ii) any of the following persons appointed by the Management Committee as secretary:
 - (A) a member of the Association's Management Committee;
 - (B) a Member of the Association; or
 - (C) another person (irrespective of whether that person is a member of the Association).

- (b) If a vacancy happens in the office of secretary, the Management Committee must ensure a secretary is appointed within 1 month after the vacancy happens.

4.5 Removal of Secretary

The Management Committee may at any time remove a person appointed as the secretary.

4.6 Functions of Secretary

The functions of the secretary include, but are not limited to:

- (a) running the day to day operations of the Association;
- (b) calling meetings of the Association;
- (c) attending meetings of the Association and recording minutes of proceedings;
- (d) ensuring all notices required to be issued to Members by these rules are issued;
- (e) ensure the accounting records of the Association are maintained; and
- (f) ensure that all correspondence of the Association is maintained.

4.7 Casual Vacancies

If a Casual Vacancy happens on the Management Committee, the continuing members of the Management Committee may appoint another Member of the Association to fill the vacancy until the next annual general meeting.

4.8 Resignation or Removal of members of the Management Committee

- (a) A member of the Management Committee may resign from the Management Committee by notice in writing to the secretary or president of the Management Committee.
- (b) Any member of the Management Committee may be removed from the Management Committee by a resolution passed at a meeting of the Management Committee by an absolute majority of those present and voting where that member:
 - (i) is suspected, or has been found guilty of misappropriating funds of the Association;
 - (ii) has committed a substantial breach of these rules, in the reasonable discretion of the Management Committee;
 - (iii) has displayed gross misbehaviour or gross neglect in their position on the Management Committee; or
 - (iv) otherwise ceases to be eligible as a Member in accordance with these rules.

4.9 Functions of the Management Committee

- (a) Subject to these rules or a resolution of the Members of the Association carried at a general meeting, the Management Committee has the:

- (i) general control and management of the administration of the affairs, property, and funds of the Association; and
 - (ii) full power and authority to exercise all and any of the powers, and to perform and carry out any of the functions, objects and activities of the Association.
- (b) 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, including any regulation made under the Act.

4.10 Appointment of Sub-Committees

- (a) The Management Committee may appoint a sub-committee consisting of Members considered appropriate by the Management Committee to help with the conduct of the Association's operations.
- (b) Without limiting the operation of rule 4.10(a), the Management Committee may appoint five (5) Members to the Member Liaison Sub-Committee, who shall:
- (i) provide support to the Management Committee;
 - (ii) liaise with Members; and
 - (iii) shall automatically be deemed to be Honorarium Members.

5 Meetings

5.1 Meetings of the Management Committee

- (a) The Management Committee may:
- (i) meet and conduct its proceedings as it considers appropriate; and
 - (ii) hold meetings using any technology that allows all members of the Management Committee to reasonably hear and take part in the meeting.
- (b) The Management Committee must meet at least once in every four (4) calendar months.
- (c) The president shall preside as chairperson at each meeting of the Management Committee, or in the absence of the president, the members of the Management Committee shall choose one (1) of the remaining members of the Management Committee to preside as chairperson.
- (d) A question arising at a Management Committee meeting is to be decided by a majority vote of members of the Management Committee present at the meeting and where the votes are equal, the Chairperson shall have the deciding vote.
- (e) The secretary must ensure full and accurate minutes of the meetings of the Management Committee are to be kept and maintained.

- (f) A member of the Management Committee who has a material personal interest in a matter being considered at a meeting of the Management Committee must:
 - (i) as soon as the member becomes aware of the interest, disclose the nature and extent of the interest to the Management Committee; and
 - (ii) disclose the nature and the extent of the interest at the next general meeting of the Association.

5.2 Written Resolutions of the Management Committee Without a Meeting

- (a) A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a meeting of the Management Committee that was properly called and held.
- (b) A resolution mentioned in rule 5.2(a) may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

5.3 Quorum of Meetings of the Management Committee

- (a) At a Management Committee meeting, more than 50% of the members elected to the Management Committee as at the close of the last general meeting of the Members form a quorum.
- (b) 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 Management Committee, the meeting lapses.
- (c) 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 Management Committee:
 - (i) the meeting is to be adjourned for at least one (1) day; and
 - (ii) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- (d) If, at an adjourned meeting mentioned in rule 5.3(c), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

5.4 Annual General Meetings

- (a) The Association must hold an annual general meeting at least once per year, and within six (6) months from the end of the Association's reportable financial year.
- (b) The following business must be conducted at each annual general meeting of the Association:
 - (i) receiving the association's financial statement, and verification statement, for the last reportable financial year;

- (ii) considering the need for the incorporated association to take out public liability insurance for the Association and giving the Members reasons as to the final decision of the Management Committee;
- (iii) electing the Management Committee, subject to rule 4.3.

5.5 Special General Meetings

- (a) The secretary must call a special general meeting by giving each Member notice of the meeting within 14 days after:
 - (i) being directed to call the meeting by the Management Committee;
 - (ii) being given a written request signed by:
 - (A) at least 33% of the number of members of the Management Committee when the request is signed; or
 - (B) at least the number of Registered Paramedic Members of the Association equal to double the number of members of the Association on the Management Committee when the request is signed, plus one (1); or
 - (iii) being given a written notice of an intention to appeal against the decision of the Management Committee to terminate a person's Membership.
- (b) A request for a special general meeting must state why the special general meeting is being called and the business to be conducted at the special general meeting.
- (c) A special general meeting must be held within three (3) months after the secretary is directed to call the meeting by the Management Committee or otherwise requested to call the meeting in accordance with these rules.
- (d) If the secretary is unable or unwilling to call the special general meeting, the president must do so.

5.6 Notice of General Meeting

- (a) The secretary may call a general meeting of the Association.
- (b) The secretary must give at least 14 days' notice of the meeting to each Member.
- (c) If the secretary is unable or unwilling to call the meeting, the president must do so.
- (d) The Management Committee may, in its absolute discretion, decide the way in which the notice of a general meeting is to be given to Members.
- (e) A notice of the general meeting must state the business to be conducted at the meeting.

5.7 Quorum and Adjournment for General Meetings

- (a) 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 one (1).
- (b) No business may be conducted at a general meeting unless there is a quorum of Members when the meeting proceeds to business.
- (c) 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:
 - (i) the meeting is to be adjourned for at least seven (7) days; and
 - (ii) the Management Committee is to decide the day, time, and place of the adjourned meeting.
- (d) 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.
- (e) If a meeting is adjourned under 5.6(d), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (f) 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.
- (g) 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.

5.8 Voting and Procedures at General Meetings

- (a) There shall be no proxy voting at general meetings.
- (b) The president shall preside as chairperson at each general meeting, or in the absence of the president, the members of the Management Committee shall choose one (1) of the remaining members of the Management Committee to preside as chairperson.
- (c) The procedure of the meeting and method of voting shall be determined by the Chairperson in their absolute discretion.
- (d) 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.
- (e) Each Member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the Chairperson has a casting vote.
- (f) A Member is not entitled to vote at a general meeting if the Member's Membership Fees are in arrears at the date of the meeting.

5.9 Minutes of Meetings

- (a) The secretary must ensure full and accurate minutes of the meetings of the Management Committee and general meetings of the Association are kept and maintained.
- (b) To ensure the accuracy of the minutes, the minutes of each meeting of the Management Committee or general meetings of the Association must be signed by the Chairperson of the relevant meeting, or the Chairperson of the next meeting, verifying their accuracy.
- (c) If asked by a Member, the secretary must, within 28 days after the request is made:
 - (i) make the minute book for a particular meeting available for inspection by the Member at a mutually agreed time and place; and
 - (ii) give the Member copies of the minutes of the meeting.
- (d) The Association may require the Member to pay the reasonable costs of providing copies of the minutes.

6 Financial Matters

6.1 Management of Association Funds

- (a) 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.
- (b) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) A payment or purchase by the Association of \$100 or more must be authorised, and/or signed (as required) by any 2 of the following individuals:
 - (i) the president of the Association;
 - (ii) the secretary of the Association;
 - (iii) the treasurer of the Association; and
 - (iv) one (1) other member of the Management Committee.

6.2 General Financial Matters

- (a) The Management Committee must:
 - (i) within six (6) months after the end date of each financial year, ensure a financial statement for the Association's last reportable financial year is prepared;

- (ii) submit a balance sheet duly signed by auditors for the preceding year at each annual general meeting of the Association; and
- (iii) within six (6) months after the end date of each financial year, prepare a verification statement that:
 - (A) states the Association's financial records show the Association keeps adequate financial records to correctly record and explain transactions to enable a true and fair financial statement to be prepared; and
 - (B) is signed by the Association's president or treasurer.
- (b) The income and property of the Association must be used solely in promoting the Association's objectives and exercising the Association's powers.

7 Grievance Procedure

7.1 Eligibility to Access the Grievance Procedure

- (a) This rule applies to any grievance between:
 - (i) a Member and a Member;
 - (ii) a Member and the Management Committee; and
 - (iii) a Member and the Association,
- (b) Notwithstanding rule 7.1(a), a party cannot initiate a formal grievance regarding any matter which has been the subject of disciplinary action, or for which a disciplinary procedure or investigation is ongoing.

7.2 Grievance Procedure

- (a) A party claiming a grievance (**Grievance**) must give written notice to the other party setting out the details of the Grievance and proposing a resolution (**Grievance Notice**).
- (b) Within 15 business days after receipt of the Grievance Notice, each relevant party must, meet at least once to attempt to resolve the Grievance in good faith.

7.3 Mediation

- (a) If the relevant parties cannot resolve the Grievance in accordance with rule 7.2(b), including if one party refuses to participate, then either party (**Referring Party**) may issue a mediation notice to the other party, and the secretary of the Association (**Mediation Referral Notice**), within 20 business days from receiving the Grievance Notice, which:
 - (i) identifies the parties to the Grievance;
 - (ii) sets out the details of the Grievance; and

- (iii) confirms any attempts that have been made by the parties to resolve the Grievance.
- (b) Within 30 days of receiving a Mediation Referral Notice, the Management Committee must submit the Grievance for mediation administered by a Queensland Government Dispute Resolution Centre, with such mediation to be conducted:
 - (i) in good faith;
 - (ii) in Queensland.
- (c) Where the Grievance is between:
 - (i) a Member and a Member, the mediator will be appointed by the Management Committee;
 - (ii) a Member and the Management Committee, the mediator will be appointed by a Queensland Government Dispute Resolution Centre; or
 - (iii) a Member and the Association, the mediator will be appointed by a Queensland Government Dispute Resolution Centre.
- (d) The costs of the mediation will be split between the parties to the Grievance, provided that each party will bear its own costs in relation to any advice received for the mediation.
- (e) If the Grievance is not resolved at mediation, the parties may seek to resolve the Grievance in accordance with the Act, or otherwise at law.

8 General Matters

8.1 Amendment of Rules

- (a) Subject to the Act, these rules may be amended, repealed, or added to by a special resolution carried at a general meeting.
- (b) An amendment, repeal or addition is valid only if it is registered by the Chief Executive.

8.2 Documents of the Association

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

8.3 By-Laws

- (a) The Management Committee may make, amend, or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.
- (b) A by-law may be set aside by a vote of Members at a general meeting of the Association.

8.4 Financial Year

The end date of the Association's financial year is 30 June.

8.5 Distribution of Surplus Assets

- (a) This rule applies if the Association:
 - (i) is wound up under Part 10 of the Act;
 - (ii) has surplus assets.
- (b) The surplus assets must not be distributed among the Members.
- (c) The surplus assets must be given to another entity:
 - (i) having objects similar to the Association's objectives; and
 - (ii) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (d) The surplus assets must otherwise be dealt with in accordance with Part 10 of the Act.

8.6 Public Liability Insurance

- (a) The Management Committee must, at least annually, consider whether there is a need for the Association to take out public liability insurance.
- (b) The Management Committee must report out its decision about the need for public liability insurance for the Association to the Members at the next annual general meeting.
- (c) The Management Committee must ensure that:
 - (i) as soon as practicable after a person applies, but before the person becomes, a Member, the person 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.
 - (ii) before a person is elected or appointed as a member of the Management Committee, the person 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.

8.7 Professional Indemnity Insurance

- (a) The Management Committee will maintain a professional indemnity insurance policy with an appropriate insurance provider to cover Members (**PII Policy**).

- (b) The Management Committee will use its best endeavours to notify Members of any changes to the PII Policy as soon as practicable.
- (c) Members acknowledge and agree:
 - (i) to notify the Management Committee immediately as to any change in their status as a Member of the Association, or any change in their national registration as a paramedic;
 - (ii) that to receive appropriate coverage under the PII Policy, they must pay their Membership Fees as and when required in accordance with these rules;
 - (iii) that where a Member fails to pay their Membership Fees in accordance with these rules (**Fee Default**), the Management Committee will cancel the PII Policy in respect to that Member if they fail to remedy the Fee Default within 30 days;
 - (iv) that where a Member resigns or otherwise ceases to be a Member of the Association, the Management Committee will cancel the PII Insurance in respect to that Member within seven (7) days from the date of their resignation or from the date they cease to be a Member and they must thereafter obtain their own insurance coverage as required.