# RRR WOMEN CONSTITUTION

# 2026

# CONSTITUTION

## Interpretation

1. In these rules,
   a. Act means the Associations Incorporation Act 1981 (Qld).
   b. A reference to a person includes any gender.

2. A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

## Name

The name of the incorporated association is QUEENSLAND RURAL, REGIONAL AND REMOTE WOMEN'S NETWORK INC, in these rules referred to as "RRR Women" or "the association".

## Objects

## Charitable purpose and objects

The Queensland Rural, Regional and Remote Women's Network Inc (the Association) is established and operated as a registered charity for the public benefit. Its principal DGR-equivalent purpose is to provide benevolent relief to women living or working in rural, regional and remote Queensland who experience financial hardship, illness, suffering, misfortune or distress of sufficient seriousness, including where these circumstances are aggravated by geographic isolation or barriers to essential services. This is the principal purpose of providing benevolent relief of the kind carried out by a public benevolent institution referred to in item 4.1.1 of section 30-45 of the Income Tax Assessment Act 1997 (Cth), for the purposes of section 30-110(4) of that Act.

In furtherance of that principal purpose, the Association promotes reconciliation, mutual respect and inclusion, and supports access to education, health and medical services, financial security, community participation and opportunities for rural, regional and remote Queensland women. The Association seeks to reduce disadvantage, discrimination and exclusion so that women experiencing serious need are supported to participate in economic, social, civic and community life.

To advance its principal benevolent-relief purpose, the Association may undertake the following activities, only to the extent that they further that purpose and are not separate or independent purposes:

(a) advance education by delivering and supporting structured educational and training programs, financial literacy initiatives, professional development, leadership education, learning resources and educational assistance for rural, regional and remote Queensland women;

(b) prevent or relieve hardship, distress and disadvantage experienced by rural, regional and remote Queensland women, including hardship associated with geographic isolation, poverty or financial insecurity, limited access to health, medical or other essential services, digital exclusion, social isolation and barriers to education, training and employment, through practical assistance and targeted support directed to identified needs;

(c) create, promote and maintain networks among rural, regional and remote Queensland women, strengthen community connection and inclusion, and support mentoring, peer assistance and pathways to appropriate services, where these activities further the charitable objects;

(d) empower women and their communities by developing their knowledge, skills, confidence, leadership and capacity to participate in local, regional and statewide economic, social and civic life;

(e) undertake evidence-based research, public education, consultation and non-partisan advocacy about barriers experienced by rural, regional and remote Queensland women, including access to health and medical services, education and training, digital connectivity, economic security and social inclusion, so as to improve policy, services and investment and advance the charitable objects;

(f) raise the profile of and provide opportunities for representation by rural, regional and remote Queensland women, and maintain constructive networks with local, state and federal governments, businesses, service providers and community organisations for the furtherance of the Association's charitable objects; and

(g) collaborate with, support and provide resources or benefits to other charitable and community organisations where doing so directly advances the Association's charitable objects.

## Community Charity Corporation — mandatory DGR purposes

The Association also has the mandatory purpose of providing money, property or benefits to funds, authorities or institutions that are eligible deductible gift recipients, other than ancillary funds and other community charities, for the purposes for which gifts to those recipients are deductible, in accordance with section 30-110(3) of the Income Tax Assessment Act 1997 (Cth).

The Association pursues the principal purpose of providing benevolent relief described above, being a purpose corresponding to the principal purpose of a public benevolent institution within item 4.1.1 of section 30-45 of the Income Tax Assessment Act 1997 (Cth), as contemplated by section 30-110(4) of that Act. The Association must be operated only for the purposes covered by subsections 30-110(3) and (4), and may undertake other activities only where incidental or ancillary to those purposes. Nothing in these objects authorises an independent purpose outside section 30-110(2).

## Powers

1. RRR Women may take over the funds and other assets and liabilities of the unincorporated association known as the "QUEENS;AND RURAL WOMEN'S NETWORK".
2. As a legal entity in its own right and having powers as an individual, RRR Women can, in promotion and operation of its objects:

a. Enter into contracts;
b. Become a member of any other similarly incorporated entity;
c. Purchase, hold, lease and sell all kind sof property, articles and commodities;
d. Enter into any arrangements with an Government or Authority;
e. Appoint, suspend or dismiss employees or contractors as required;
f. To remunerate for services rendered;
g. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences;
h. Invest and deal with money not immediately required as it sees fit;
i. To borrow or raise money as it sees fit;
j. To take any gift or property;

k. To take steps by persona or written appeal, public meetings or otherwise, for the purpose of procuring donations, subscriptions and contributions;
l. To print and publish communications that RRR Women thanks suitable for the promotion of it's objects;
m. Amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of RRR Women and operate under the same incorporation requirements as RRR Women and in doing so;
    i. Purchase or otherwise acquire any part of the property, assets, liabilities and engagements of those liabilities and/or;
    ii. Transfer all of any part of the property, assets or liabilities and engagements of RRR Women to any one or more of the incorporated associations with which RRR Women is authorised to amalgamate.

## Classes of Membership

The Association has four classes of membership:

1. Individual Membership;
2. Small Business Membership; and
3. Corporate Membership; and
4. Life Membership.

Strategic Partnerships are separate collaborative arrangements and do not, of themselves, confer membership or voting rights.

Each membership class supports the objects of the Association, with the entitlements and requirements set out below.

Individual Membership is available to women who wish to connect, participate and be part of the RRR Women community.

Small Business Membership is available to small businesses seeking to promote their business while supporting and engaging with the RRR Women network.

Corporate Membership is available to businesses and organisations wishing to publicly demonstrate their commitment to supporting women across rural, regional and remote Queensland.

Life Membership may be conferred by the Association in recognition of exceptional service to the Association or its objects. Life Members have the same rights as Ordinary Members, including voting rights, unless otherwise resolved by the Association. For the purposes of the proposed membership structure, references to Ordinary Members in this Life Membership provision are to Individual Members. Existing Life Members retain their Life Membership status and voting rights.

Members in each of the four classes are entitled to receive notice of general meetings, attend and speak at general meetings, access member event pricing, receive early access to event registrations and receive member newsletters, subject to the Association's reasonable administrative arrangements. Attendance and speaking rights do not confer voting rights.

- Only current financial Individual Members and Life Members are entitled to vote at general meetings, with one vote per eligible voting member. Small Business Members and Corporate

Members are non-voting members and may not vote through a representative. A person who owns or represents a business may vote only if independently admitted as an eligible Individual Member.
- Membership does not of itself confer any sponsorship, endorsement or Strategic Partnership rights.

## Admission of Members

All applications for membership must be approved by the Management Committee, which may accept or refuse any application at its absolute discretion.

The Management Committee may determine eligibility criteria, codes of conduct and conditions of membership consistent with the objects of the Association.

## Discipline and Termination

The Management Committee may suspend or terminate a member who:

- acts in a way that is inconsistent with the objects or reputation of the Association,
- has membership fees in arrears for a period of two months or more, or
- breaches any condition of membership or code of conduct.

A member must be given notice and a reasonable opportunity to be heard before any adverse decision is made.

## Membership Fees

1. Annual membership fees for the membership classes are: Individual Membership $66; Small Business Membership $110; and Corporate Membership $220. These rates may subsequently be varied by the members at an annual general meeting.
2. Membership fees are payable at the time and in the manner determined by the Management Committee.

## Register of Members

The Association shall maintain a Register of Members in accordance with the *Associations Incorporation Act 1981 (Qld)*.

The Register of Members must record, for each member:

- the member's full name,
- the member's residential or postal address,
- the class of membership,
- the date of admission, and
- any other information required by law.

The Register of Members shall be kept by the Secretary or another person authorised by the Management Committee and may be maintained in electronic or physical form.

The Register of Members is the authoritative record of membership for the purposes of:

- voting at general meetings,

- determining eligibility for office, and
- meeting statutory and regulatory obligations.

A member may inspect the Register of Members in accordance with the *Associations Incorporation Act 1981 (Qld)* and any privacy or access policy approved by the Management Committee.

The Association must handle all personal information in the Register in accordance with applicable privacy laws and any privacy policy adopted by the Management Committee.

## Prohibition on Use of Information of Members

Information contained in the Register of Members or otherwise held by the Association relating to a member must not be used for any purpose other than the proper administration of the Association.

Without limiting the above, member information must not be:

- used for commercial purposes,
- provided to third parties, or
- used for political, campaigning or advocacy purposes outside the objects of the Association,

unless:

- required by law, or
- authorised by the Management Committee for purposes directly related to the activities and objects of the Association.

All persons who have access to member information, including Directors, officers, employees and volunteers, must treat that information as confidential and must comply with any privacy or data-handling policies adopted by the Management Committee.

A breach of this clause may be treated as serious misconduct and may result in disciplinary action, including termination of membership or removal from office.

## Appointment and Election of the Secretary

The Secretary must be a member of the Association and shall be appointed by the Management Committee from among its members or, via election at the annual general meeting.

In appointing the Secretary, the Management Committee must have regard to the person's:

- governance capability,
- organisational and communication skills, and
- demonstrated connection to, or interest in, rural, regional and remote Queensland.

The Secretary holds office for the term determined by the Management Committee and may be reappointed in accordance with this Constitution.

## Duties of the Secretary

The Secretary is responsible for:

- maintaining the Register of Members,
- keeping accurate minutes and records of meetings,
- issuing notices required under this Constitution, and
- ensuring the Association meets its statutory and reporting obligations.

The Secretary may delegate administrative functions as approved by the Management Committee but remains accountable for the proper performance of the role.

## Removal of the Secretary

The Management Committee may remove the Secretary from office at any time by resolution if it is satisfied that the Secretary:

- is unwilling or unable to properly perform the duties of the role,
- has breached this Constitution or any governance policy of the Association, or
- has acted in a manner that brings the Association into disrepute.

Removal from the office of Secretary does not of itself remove the person as a Director, unless separately resolved in accordance with this Constitution.

## Membership of Executive Committee

1. The Executive Committee of RRR Women will consist of Chair, Deputy Chair, Secretary and Treasurer. Each must be a financial member of RRR Women,
2. The immediate past Board Chair can fulfill a transitionary board advisory role for up to six months after an annual general meeting, as required and determined by the Executive Committee. This advisory role will not be an Executive representative or Management Committee voting member.
3. At the annual general meeting new members of the Executive Committee will be appointed for a two year term. All members elected to the Executive Committee will be eligible for no more than three consecutive terms. After the conclusion of the consecutive period, a resting period of one year is required before eligibility for re-election and/or appointment to an Executive Committee position.

## Membership of Management Committee

The Management Committee, all of whom must be financial members of RRR Women, are elected for a two year term and will consist of:

a. Up to four Members of the Executive Committee;
b. Up to four member-elected members; and
c. Up to four skills-based members as appointment by the Management Committee.

The minimum number of the Management Committee is to be seven in total. Elected members of the Management Committee will be appointed for a two year term. All members elected to the Executive Committee will be eligible for no more than four consecutive terms. After the conclusion of the consecutive period, a resting period of one year is required before eligibility for re-election and/or appointment to a Management Committee position.

## Election and Appointment of the Management Committee and Executive Committee

Election of the Management Committee. The members of the Management Committee shall be elected by voting members at each Annual General Meeting. Current financial Individual Members and Life Members are entitled to vote in Management Committee elections, with one vote per eligible member. Small Business Members and Corporate Members do not have voting rights.

**Eligibility for Nomination.** A person is eligible to be nominated for election to the Management Committee if the person:

- is a member of the Association, and
- has consented in writing to being nominated and, if elected, to act in the role.

**Nominations.** Nominations for election to the Management Committee must be:

- made in writing using the approved nomination form,
- signed by the nominee, and
- supported by a proposer and a seconder who are voting members.

Nominations may be lodged prior to the Annual General Meeting or, if permitted by the Chair, may be taken from the floor at the meeting for any vacancy not already filled.

**Conduct of Elections.** If the number of valid nominations exceeds the number of vacancies:

- an election must be conducted by ballot,
- each voting member has one vote for each vacancy, and
- the candidates with the highest number of votes are declared elected.

If the number of valid nominations equals the number of vacancies, those candidates are declared elected without a ballot.

**Appointment of the Executive Committee** Following the election of the Management Committee, the Management Committee shall appoint from among its members: Chair, Deputy Chair, Secretary and Treasurer. These appointments are made by resolution of the Management Committee.

**Casual and other Vacancies.** A vacancy on the Management Committee arises if a Director: resigns, dies, becomes ineligible or disqualified under this Constitution or law, or is removed from office.

Where a vacancy occurs, the Management Committee may appoint a suitably eligible person to fill the vacancy as a casual appointment until the next Annual General Meeting.

A vacancy that exists at the time of an Annual General Meeting must be filled by election in accordance with this Constitution for the remainder of the original term or for a new term, as applicable.

A person appointed to fill a casual vacancy has all the powers and responsibilities of a Director and may stand for election at the next Annual General Meeting.

**Forms and Procedures.** The Management Committee may approve and maintain: nomination forms, ballot papers, and procedural guidelines to give effect to this clause and to ensure elections are conducted in a fair, transparent and orderly manner.

## Functions of the Management Committee

The Management Committee is responsible for the overall management and control of the Association. The Management Committee may exercise all the powers of the Association that are not required by this Constitution or by law to be exercised by the Association in general meeting.

Without limiting its general powers, the Management Committee may:

- manage and control the business and affairs of the Association;
- set policies and procedures for the operation of the Association;
- manage the funds and property of the Association;
- open and operate bank accounts in the name of the Association;
- approve expenditure and enter into contracts on behalf of the Association;
- appoint and remove employees, contractors and volunteers of the Association;
- establish, vary or dissolve committees or working groups and determine their terms of reference;
- admit, suspend or remove members in accordance with this Constitution;
- take any action necessary to carry out the objects of the Association; and
- do anything else that is necessary or convenient for the proper management of the Association.

The Management Committee must ensure that the Association complies with this Constitution and with all applicable laws.

The Management Committee may delegate any of its powers or functions to the Executive Committee or to a committee or person, subject to any conditions it considers appropriate.

Each management committee member must:

a. Disclose material personal interests, including real or perceived conflicts of interest;
b. Prevent insolvent trading;
c. Disclose remuneration or benefits paid/given to the Management Committee and staff members;
d. Exercise care, diligence and act in good faith and the best interests (moral, financial and ethical) of RRR Women;
e. Not improperly use a position and not improperly use information.

## Meetings of Management Committee

The Management Committee must meet as often as necessary to properly conduct the business of the Association. A meeting of the Management Committee may be called by the Chair or by any two members of the Committee.

Notice of a Management Committee meeting must be given to each Committee member at least seven (7) days before the meeting, unless the Committee agrees to a shorter notice period.

A majority of the members of the Management Committee constitutes a quorum. No business may be transacted unless a quorum is present.

If a quorum is not present within thirty (30) minutes of the time set for the meeting, the meeting must be adjourned to a date, time and place determined by the Chair, and notice of the adjourned meeting must be given to all Committee members.

The Chair, or in the Chair's absence the Deputy Chair, must preside at meetings of the Management Committee. If neither is present, the members present must choose one of their number to preside.

Questions arising at a meeting of the Management Committee must be decided by a majority of votes of the members present and voting. Each member has one vote. In the event of an equality of votes, the Chair has a casting vote.

The Management Committee may conduct meetings using any technology that allows members to participate in real time. The Management Committee must ensure that minutes of all meetings are kept and that those minutes are confirmed at the next meeting.

## Special Meetings of the Management Committee

A special meeting of the Management Committee may be called at any time by the Chair, or any two (2) members of the Management Committee. A request for a special meeting must be made in writing and must state the purpose of the meeting.

The Secretary must give notice of a special meeting to each Committee member as soon as practicable, and the notice must include the matters to be considered.

Only the business specified in the notice of the special meeting may be dealt with at that meeting. A special meeting may be conducted using any technology that allows all members to participate in real time.

## Subcommittees

The Management Committee may establish one or more subcommittees to assist in carrying out the objects and functions of the Association. A subcommittee shall consist of such persons as the Management Committee determines and may include persons who are not members of the Management Committee.

The Management Committee shall determine:

a. the purpose and terms of reference of each subcommittee,
b. the membership and chair of each subcommittee, and
c. the duration of the subcommittee.

A subcommittee must act in accordance with any direction given to it by the Management Committee.

A subcommittee does not have the power to bind the Association or to exercise the powers of the Management Committee unless expressly authorised to do so. The Management Committee may vary or dissolve a subcommittee at any time.

## Acts not affected by defects or disqualifications

An act performed by the Management Committee, a sub-committee or a person acting as a member of the management Committee is taken to have been validly performed.

Subrule 1 applies even if the act was performed when –

a. There was no defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee or, a Management Committee Member was disqualified from being a member.

## Resolutions of Management Committee Without Meeting

The Management Committee may pass a resolution without a meeting if all members of the Management Committee entitled to vote on the resolution agree to the resolution in writing.

For the purposes of this clause, agreement in writing includes agreement given by electronic means.

A resolution passed in this way is taken to have been passed at a meeting of the Management Committee and has the same force and effect as if it had been passed at a duly convened meeting. The resolution must be recorded in the minutes of the next meeting of the Management Committee.

## Annual General or General Meetings

The Annual General Meeting (AGM) must be held annually at a time determined by the Management Committee within six months of the close of RRR Women's reportable financial year.

The Annual General Meeting of the Association must be held each year in accordance with this Constitution and the *Associations Incorporation Act 1981 (Qld)*.

The business of the Annual General Meeting must include:

- confirmation of the minutes of the previous Annual General Meeting and any special general meeting held since that meeting;
- setting of the membership fees;
- consideration of the Association's annual report, including a report on the activities of the Association during the preceding financial year;
- presentation of the audited financial statements and auditor's report for the preceding financial year;
- election of members of the Management Committee;
- appointment of the auditor for the ensuing year; and
- any other business of which notice has been given in accordance with this Constitution.

The Annual General Meeting may also transact any other business that is properly brought before the meeting in accordance with this Constitution.

## Appointment of Auditor

An auditor will be selected following responses to a request for expressions of interest, or advice from the Treasurer of RRR Women, which must be sought two months before the AGM

## Notice of General Meeting

The Secretary must give written notice of every General Meeting to each member entitled to receive notice.

The notice must:

- state the date, time and place of the meeting,
- specify whether the meeting is an Annual General Meeting or a Special General Meeting, and
- set out the general nature of the business to be conducted.

At least twenty-one (21) days' notice must be given for an Annual General Meeting and for a Special General Meeting, unless a shorter period is permitted by law.

Notice may be given by post, electronic communication or any other method approved by the Management Committee.

The accidental omission to give notice to any member, or the non-receipt of notice by any member, does not invalidate the proceedings of the meeting.

## Notice of Special General Meeting

The Secretary must give written notice of a Special General Meeting to each member entitled to receive notice. The notice must:

- state the date, time and place of the meeting;
- specify the general nature of the business to be conducted; and
- be given at least twenty-one (21) days before the meeting, unless a shorter period is permitted by law.

Only the business specified in the notice of the Special General Meeting may be dealt with at that meeting.

Notice may be given by post, electronic communication or any other method approved by the Management Committee.

## Quorum for an Adjourned General Meeting

General meeting quorum. The quorum for a general meeting must be at least the number of members elected or appointed to the Management Committee at the close of the last general meeting, plus one, subject to the exception in section 57A of the Associations Incorporation Act 1981 (Qld).

If a quorum is not present within thirty (30) minutes of the time set for a General Meeting, the meeting must be adjourned to a date, time and place determined by the Chair.

Notice of the adjourned meeting must be given to members in the same manner as for the original meeting.

At an adjourned general meeting, the meeting may only proceed if the minimum quorum required under the Associations Incorporation Act 1981 (Qld) and the applicable registered rules is present. Members present do not automatically constitute a quorum if fewer than the statutory minimum.

## Procedure at General Meetings

The following procedures apply to all General Meetings of the Association.

The Chair, or in the Chair's absence the Deputy Chair, must preside at every General Meeting. If neither is present, the members present must elect a Chair for that meeting.

The Chair is responsible for the orderly conduct of the meeting and may:

- determine the order of business,
- regulate debate and speaking time, and
- rule on procedural matters.

Each member entitled to vote has one vote on each motion. Voting is to be by show of hands unless a poll or secret ballot is demanded by the Chair or by a majority of members present and entitled to vote.

A poll or ballot must be conducted in the manner determined by the Chair.

Except where this Constitution or law requires otherwise, a resolution is carried if a simple majority of votes is cast in favour of the resolution. In the event of an equality of votes, the Chair has a casting vote.

The Association may conduct a General Meeting using any technology that allows members to participate in real time, provided all members have a reasonable opportunity to take part.

The Secretary must ensure that minutes of each General Meeting are kept and confirmed at the next General Meeting.

## Voting at General Meetings

Only current financial Individual Members and Life Members are entitled to vote at General Meetings of the Association, with one (1) vote each on every resolution. Small Business Members and Corporate Members have no voting rights, including through authorised representatives. Individual Members may vote in person or by approved electronic means, subject to this Constitution.

Voting shall be by show of hands or electronic equivalent unless:

- a secret ballot is required by this Constitution or law, or
- the Chair determines that a ballot should be conducted, or
- a majority of the voting members present request a ballot.

Where a ballot is conducted, it must be carried out in the manner determined by the Chair. A member may vote by proxy if permitted by the Management Committee, provided the proxy is:

- appointed in writing on the approved form, and
- lodged with the Secretary before the meeting.

A proxy may vote only in the manner directed in the proxy form.

Except where this Constitution or law requires otherwise, a resolution is passed if a simple majority of votes cast are in favour of the resolution.

In the event of an equality of votes, the Chair has a casting vote.

## Minutes of General Meetings

The Secretary must ensure that minutes of all General Meetings of the Association are taken and recorded.

The minutes must include:

- the date, time and place of the meeting,
- the names of those present and apologies,
- all resolutions and motions put to the meeting, and
- the results of any votes or ballots.

The minutes of a General Meeting must be confirmed at the next General Meeting of the Association and, once confirmed, are a true and accurate record of the proceedings.

The confirmed minutes must be signed by the Chair of the meeting or by the Chair of the next General Meeting.

The Association must retain minutes in accordance with the requirements of the Associations Incorporation Act 1981 (Qld) and make them available for inspection by members as required by law.

Grievance Procedure

A grievance involving the Association and a member, or between members, must be dealt with under the grievance procedure in rule 12A of the Queensland incorporated-association model rules, as applicable, unless the Association adopts another grievance procedure that complies with the law. Disciplinary action in relation to a grievance must not be taken before the applicable grievance procedure has been completed, except to the extent permitted by law.

## By-Laws

The Management Committee may make, amend or repeal by0laws, not inconsistent with these rules, for the internal management of RRR Women. Any by-law may be set aside by a general meeting or RRR Women.

## Alteration of Rules

Subject to the Associations Incorporation Act 1981 (Qld), these rules may be amended, repealed or added to only by special resolution at a general meeting. An amendment does not take effect until approved and registered by the Queensland Office of Fair Trading.

## Common Seal

The Management Committee must ensure RRR Women has a common seal. The common seal must be kept securely by the Management Committee and used only under the authority of the Management Committee.

Each instrument to which the seal is affixed must be signed by a member of the Management Committee and countersigned by the Secretary.

## Funds and Accounts

The funds of the Association must be kept in the name of the Association in a financial institution approved by the Management Committee.

All money received by the Association must be deposited as soon as practicable into the Association's bank account.

The Management Committee must ensure that proper accounting records are kept that correctly record and explain the financial transactions and position of the Association.

The Management Committee must ensure that the Association prepares financial statements for each financial year in accordance with the Associations Incorporation Act 1981 (Qld).

All cheques, electronic payments or other payment instructions must be authorised in the manner determined by the Management Committee and will either be approved or ratified at a Management Committee meeting.

All payments must be authorised by two Management Committee members, one of whom must be the Board Chair, Secretary or Treasurer, subject to any more stringent financial controls approved by the Management Committee.

## General Financial Matters

The Management Committee has control of the financial affairs of the Association.

The Management Committee may:

- receive and administer grants, donations and other income;
- pay all accounts and liabilities of the Association;
- invest funds of the Association in any manner permitted by law; and
- enter into financial arrangements or contracts necessary to carry out the objects of the Association.

The Management Committee must ensure that:

- a. the Association's financial affairs are conducted in a responsible and transparent manner;
- b. appropriate internal financial controls are maintained; and
- c. the Association is able to meet its financial obligations as and when they fall due.

The Association must appoint an auditor in accordance with the Associations Incorporation Act 1981 (Qld).

## Community Charity Corporation

### Governing Rules

### Not-for-profit and private benefits

The Association must operate on a not-for-profit basis. Its income and assets must be applied solely to its charitable objects and not distributed to members. While operating as a community charity corporation, the Association must not directly or indirectly provide a benefit to a founder, donor, member, director, employee, officer or agent, their relatives or associates (other than an eligible DGR or registered charity), except as permitted by the Taxation Administration (Community Charity) Guidelines 2025.

### Compliance, location and directors

While operating as a community charity corporation, the Association must be established and operated only in Australia (without preventing permitted distributions to overseas-operating DGRs), remain a registered charity, and comply with the Taxation Administration (Community Charity) Guidelines 2025 as in force from time to time. Every director must provide and maintain the prescribed agreement to comply with those Guidelines. Directors must exercise the care, diligence and skill of a prudent person managing the affairs of others, and must satisfy the eligibility restrictions in the Guidelines.

### Minimum distributions

While operating as a community charity corporation, the Association must make eligible annual distributions in accordance with section 13 of the Taxation Administration (Community Charity) Guidelines 2025, ordinarily at least 4% of the previous financial year-end market value of net assets, subject to the establishment-period exceptions, reductions and other relief permitted by the Guidelines. The Association must keep required accounting records and financial reports and comply with audit, investment and other operating requirements of the Guidelines.

### Indemnities

The Association must not indemnify any director, employee, officer or agent against loss or liability attributable to that person's deliberate act or omission known to breach a duty, dishonesty, gross negligence or recklessness, as required by section 12 of the Taxation Administration (Community Charity) Guidelines 2025.

### Documents

The Management Committee must ensure the safe custody of books, documents, electronic records and any instruments of title and securities of RRR Women.

### Branches

RRR Women will not have any branches.

### Financial Year

The financial year will end on the 30th of June each year.

## Distribution of surplus assets

If the Association is wound up, or ceases to be a community charity corporation, all net assets remaining after payment of its liabilities must be provided to one or more eligible deductible gift recipients in furtherance of the Association's charitable purposes and in accordance with section 24 of the Taxation Administration (Community Charity) Guidelines 2025. No surplus asset may be distributed to members.

If the Association's deductible gift recipient endorsement is revoked before it is wound up, any surplus gifts of money or property, deductible contributions and money received because of those gifts or contributions, remaining after payment of liabilities attributable to them, must be transferred to one or more eligible deductible gift recipients to which income tax-deductible gifts can be made, in accordance with applicable law. If the revocation also causes the Association to cease to be a community charity corporation, the requirement to transfer all net assets under the preceding paragraph applies.

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**Certification and Adoption**

Following approval, the Board Chair and Secretary certify that this is a true and accurate copy of the Constitution adopted by special resolution of the members of the Queensland Rural, Regional and Remote Women's Network Inc. at the Annual General Meeting held on 7th November 2026.

**Signed:**

Board Chair: _____

Name: _____

Date: _____

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Secretary: _____

Name: _____

Date: _____

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**Registration of Amended Constitution**

Registered by the Queensland Office of Fair Trading on: _____

Effective date: _____