



BY-LAW 1: Membership Classes, Application and Fees

Authority: "This By-law is made as a part of the new Constitution of the Association approved and adopted by the Association at the Annual General Meeting held on 20 January 2023"

Rule links: Rule 6

I. Membership Fee Structure

(1) The GST amount may change and will be adjusted dependant on taxation rules.

(2) Existing members will be transferred to membership categories in Table I. If there are any doubts the Chief Executive Officer will contact a member to confirm their membership classification.

Table I. Membership Fees

Membership Category	Membership Fee (GST Incl) / Year (\$)	Total Cost (\$)
PVO	577.27 + 57.73	635.00
CF	263.64 + 26.36	290.00
Authority Holder	263.64 + 26.36	290.00
R	263.64 + 26.36	290.00
W	263.64 + 26.36	290.00
SIE	263.64 + 26.36	290.00
ALLIND	1,050.00 + 105.00	1,155.00
AFFACS	263.64 + 26.36	290.00
EX	263.64 + 26.36	290.00

12. Fee Payment Methods

(1) Members renewing their membership or new members are encouraged to pay their membership fees as soon as possible.

(2) Members can pay using the following methods:

- Direct deposit; or
- Cheque; or
- Credit card.

(3) Membership payments can be organised as follows:

- Yearly; or
- ½ yearly; or
- Quarterly; or
- Monthly by credit card or direct debit.



BY-LAW 2: Membership Responsibilities

Authority: “This By-law is made as a part of the new Constitution of the Association approved and adopted by the Association at the Annual General Meeting held on 20 January 2023”

Rule link: Rule 6

I. Membership Responsibilities

(1) Members shall:

- Observe the provisions of the Queensland Seafood Industry Association Inc (QSIA) Constitution and By-laws; and
- Engage with the Association, through the fishery committees and/or Association office by providing feedback, attending meetings, participating in association surveys, projects, events and activities; and
- Treat fellow members, the directors, executives, employees, representatives and volunteers of the Association with respect and courtesy at all times; and
- Uphold the truth and work for the greater good of the industry; and
- Not to act so as to bring the Association, its members or its mission into disrepute; and
- Pay membership fees by the due date to maintain active membership and preserve all membership benefits.

(2) Membership communication will primarily be via electronic means. It is the responsibility of the member to ensure contact details remain current; this includes email address, postal address, home and mobile phones numbers.

(3) The Membership period is from 1 July to 30 June annually and is active on receipt of payment of due membership fees.

(4) Membership is non-transferable and fees unpaid for 3 months will result in the suspension of the Membership and cancellation of benefits.

(5) Non-renewal of membership must be advised in writing.

(6) QSIA is committed to: (a) respect for every person and the environment, (b) truthfulness, integrity and timeliness in all dealings, (c) working for the “greater good” of members collectively and the industry generally and (d) leadership with courage “if it is to be, it’s up to me”.

(7) The “greater good” will have better collective outcomes overall than allowing the influence of individuals to persuade the result, even if better consequences can be demonstrated in those individual instances.

(8) Template I provides the current ‘Membership Responsibilities’ template.

Template I: QSIA Membership Responsibilities



QSIA MEMBERSHIP RESPONSIBILITIES

Members shall:

- Observe the provisions of the Queensland Seafood Industry Association Inc (QSIA) Constitution and By-laws; and
- Engage with the association, through the fishery committees and/or association office by providing feedback, attending meetings, participating in association surveys, projects, events and activities; and
- Treat fellow members, the directors, executives, employees, representatives and volunteers of the association with respect and courtesy at all times; and
- Uphold the truth and work for the greater good of the industry; and
- Not to act as to bring the association, its members or its mission into disrepute; and
- Pay membership fees by the due date to maintain active membership and preserve all membership benefits.

Membership communication will primarily be via electronic means. It is the responsibility of the member to ensure contact details remain current; this includes email address, postal address, home and mobile phones numbers.

The Membership period is from 1 July to 30 June annually and is active on receipt of payment of due membership fees.

Membership is non-transferable.

Membership fees unpaid for 3 months will result in the suspension of the Membership and cancelation of benefits.

Non-renewal of membership must be advised in writing.

QSIA Core Values

QSIA is committed to:

- Respect for every person and the environment; and
- Truthfulness, integrity and timeliness in all dealings; and
- Working for the “greater good” of members collectively and the industry generally; and
- Leadership with courage “if it is to be, it’s up to me”.

The “greater good” will have better collective outcomes overall than allowing the influence of individuals to persuade the result, even if better consequences can be demonstrated in those individual instances.



BY-LAW 3: Register of Interests and Confidentiality Agreement

Authority: “This By-law is made as a part of the new Constitution of the Association approved and adopted by the Association at the Annual General Meeting held on 20 January 2023”

Rule links: Rules 12 and 13

Register of Interests and Confidentiality Agreement

1. Register of Interests

(1) A register of interests is outlined in Template 2 and follows the outline detailed in Rule 12, see Template 2.

2. Confidentiality Agreement

(1) A confidentiality agreement is outlined in Template 3 and follows the outline detailed in Rule 13, see Template 3.

Template 2: Register of Interests



Register of Interests

I, _____ Being a Director / President (please circle) of the Queensland Seafood Industry Association, hereby declare a conflict of interest with respect to the following item(s):

<p>State your related interests</p> <p>Do you have affiliation with a State / Territory Association, either as an officer of its Executive Board or staff, which could conflict with your fiduciary duties as a Director or office bearer of the Association? If so, please provide the function title and the nature of the interest.</p>	
<p>Contracts and Agreements</p> <p>Do you have any current contract, agreement or arrangement which may give rise to an obligation or an expectation of reward by the Association to you or a family member? If so, please provide details.</p>	
<p>Other Interests</p> <p>Do you have any financial or other interest held or accruing to you or a member of your immediate family during the return period of which you are aware which could reasonably raise an expectation of a conflict of interest with your fiduciary duties? If so, please provide details.</p>	

This information is true and correct to the best of my knowledge. I declare that as far as I am aware none of these private interests' conflict with any of my official duties.

I undertake to advise the Secretary in writing if a conflict or perceived conflict arises in the future and to not be involved in any decision-making process in which I may be compromised

Signature _____

Date _____

Position _____

Template 3: Confidentiality Agreement



Confidentiality Agreement

The Queensland Seafood Industry Association (QSIA) Board has a significant responsibility to protect the information it holds and encounters in relation to its services, the work it undertakes and its members.

I recognise the importance of using information appropriately and safeguarding information from unauthorised disclosure or use, whether this information is directly related or incidental to my involvement with QSIA.

I agree to:

- Ensure that confidential information will not be disclosed to any person or organisation, unless authorised to do so or legally required to do so in which case the Board will be notified within twenty-four hours.
- Take careful and reasonable measures to secure and maintain the confidentiality of all information at all times. This standard of care relates to all forms of information (e.g. verbal, written and electronic).
- Comply with these requirements even after ceasing to be involved with QSIA as outlined in the QSIA Membership Responsibilities document.
- Seek advice from the Chief Executive Officer or Secretary where any uncertainty exists in relation to the use, storage, distribution or security of information.

I understand that if this confidentiality agreement is breached, I may be disciplined by, or expelled from, the Board and/or membership of QSIA consistent with the QSIA Constitution.

This agreement is made between the QSIA Board and:

Name: _____

Please print name in full

Signature: _____

Date: _____



BY-LAW 4: Flying Minute

Authority: “This By-law is made as a part of the new Constitution of the Association approved and adopted by the Association at the Annual General Meeting held on 20 January 2023”

Rule links: Rules 8.9

I. Flying Minutes

(1) To allow the Board to continue its decision-making a flying minute template is contained described at Template 4.

Template 4: Flying Minute



Date: Monday xx December 20xx

To: QSIA Board Members

From: Name, QSIA Chief Executive Officer

The Flying Minute must have:

- Title;
- Background issue; and
- Reason / need for a decision.

Flying Minute #xxx – in accordance with By-Law 4 Rule 8.9 of the QSIA Constitution

That Board approve / support / endorse...

Directors please reply from your normal email address with

(a) I AGREE to the Resolution

OR

(b) I DISAGREE with the Resolution



BY-LAW 5: Proxy Voting

Authority: "This By-law is made as a part of the new Constitution of the Association approved and adopted by the Association at the Annual General Meeting held on 20 January 2023"

Rule links: Rule 15

I. Proxy Voting

(1) The appointment of a proxy is documented at Template 5.

Template 5: Appointment of a proxy form



Appointment of Proxy

I,
(full name of member): _____

of
(address of member): _____

I appoint
(full name of proxy): _____

of
(address of proxy): _____

as my proxy to vote for me on my behalf at the general meeting of the corporation (Annual General Meeting or Special General Meeting, as the case may be) to be held on

(insert date of meeting) _____

and at any adjournment of that meeting.

Signature of member appointing proxy: _____

Date: _____

Please Note:

- Return your completed form to the Association at least 48 hours before the Annual General Meeting or Special General Meeting.
- This proxy is not valid unless a photo ID of the person granting the proxy is attached.



BY-LAW 6: Finance Audit Committee and Financial Delegations

Authority: “This By-law is made as a part of the new Constitution of the Association approved and adopted by the Association at the Annual General Meeting held on 20 January 2023”

Rule links: Rule 8.10

I. Finance Audit Committee

- (1) The Finance and Audit Committee (F&AC) comprises the QSIA President, Treasurer and Chief Executive Officer with any other Board Member welcome to participate in the Committee.
- (2) Other persons may attend meetings of the committee as required.
- (3) The F&AC shall:
- (a) Provide a forum for communication between the Board and the Association’s administration, accountants and auditors.
 - (b) Review and comment on draft budgets prepared by the Chief Executive Officer for presentation to the Board.
 - (c) Monitor cash-flow projections and compliance with approved budgets.
 - (d) Monitor budgets and expenditures in relation to any external projects being managed by the Association regarding which the Association has any financial obligations.
 - (e) Report to the Board on:
 - (i) the Association’s income and expenditures relative to budgets;
 - (ii) the effectiveness and adequacy of internal financial management procedures and systems in meeting the Board’s requirements;
 - (iii) the meeting of financial targets by external projects; and
 - (iv) other matters requested by the Board or the President.
- (4) To fulfil its role the Finance and Audit Committee will:
- (a) meet immediately before each Board meeting;
 - (b) receive financial statements, cash-flow forecasts and expenditure reports for relevant projects;
 - (c) raise any questions in relation to financial and audit matters with the Chief Executive Officer or auditor at the first opportunity;
 - (d) report to each Board meeting on (a) an overview of the QSIA’s finances, and (b) other matters the F&AC and or the Board considers appropriate.

2. Financial Delegations

- (1) The Chief Executive Officer may purchase work related office items to the value of \$1,000 plus GST.
- (2) Expenditure above \$1,000 must be approved by the F&AC.
- (3) Day to day payments of operational expenses through the nominated Association account must be managed as follows:
 - (a) is initially generated by the Chief Executive Officer and financial records maintained for every transaction for accounting and audit purposes; and
 - (b) Once a payment is initiated by the Chief Executive Officer, the Treasurer must check the payment details and approve payment.