



YOUNG LIBERAL NATIONAL PARTY *BY-LAWS*

Adopted 30 November 2023

YOUNG LIBERAL NATIONAL PARTY BY-LAWS

1 INTRODUCTION

1.1 Pursuant to Section Q of the Constitution of the Liberal National Party of Queensland which creates the Young Liberal National Party of Queensland as a party unit of the Party.

1.2 The following By-Laws shall be known as the By-Laws of the Young Liberal National Party of Queensland and shall be subject to the Constitution of the Liberal National Party of Queensland.

1.3 Definitions

In this document:

“Annual Convention” means the Annual Convention of the Young Liberal National Party held in accordance with By-Law 7.1.

“Awards” means the awards conferred by the Young Liberal National Party at Annual Convention in accordance with By-Law 13.

“Branch” means a Young LNP Branch as defined by the Constitution.

“Branch Meeting” means an ordinary meeting of the Branch held in accordance with the Constitution.

“Constitution” means the Constitution of the Liberal National Party of Queensland as amended from time to time.

“Convention” includes Annual Convention and Special Convention.

“Eligible Region” means a Region in which more than 10 Members reside

“Executive Meeting” means a meeting of Executive held in accordance with the By-laws.

"Federal Divisional Council" and "FDC" have the meaning given in the Constitution.

“Party” means the Liberal National Party of Queensland.

"Liberal Party of Australia" means the Political Party registered under that name with the Australian Electoral Commission under Part XI of the Commonwealth Electoral Act 1918 (Cth).

"Local Branch Member" has the meaning given in By-Law 2.1.

“Management Committee Meeting” means a meeting of Management Committee held in accordance with the By-Laws

"Member" means a member of the Young Liberal National Party according to the provisions of the By-Laws and the Constitution.

"Young LNP" means the Young Liberal National Party of Queensland.

"National Party" means the Political Party registered under that name with the Australian Electoral Commission under Part XI of the Commonwealth Electoral Act 1918 (Cth).

"Young Liberal Movement" means the Young Liberal Movement of Australia.

"Reside" within a certain area means:

(a) for a Member who is 18 years old or more, that the Member's electoral roll address registered with the Party is within that area;

(b) for a Member who is less than 18 years old, that the Member's postal address registered with the Party is within that area.

"Region" has the meaning given in the Constitution.

"State Director" is the State Director of the Party.

"State Electoral Council" and "SEC" have the meaning given in the Constitution.

1.4 Construction

In this document:

(a) words in the singular include the plural and vice versa;

(b) where a word or phrase is given a particular meaning, other parts of speech and grammatical forms of that word or phrase have corresponding meanings;

(c) references to any document (including this document) include references to the document as amended, consolidated, supplemented, novated or replaced;

(d) the Annexures form part of this document.

2 MEMBERSHIP

2.1 A Member is a Local Branch Member if they reside in the FDC to which their branch is assigned, or an FDC which shares a border with that FDC.

2.2 The Executive shall determine which FDC or FDCs a Branch is assigned to for the purpose of determining Local Branch Member status. The Executive must maintain a list of Branches and the FDCs to which they are assigned and provide the list to any Member upon request.

2.3 A Member who is not a Local Branch Member is not entitled to:

- (a) stand for the position of Chair of the Branch;
- (b) be nominated by the Chair of the Branch as their alternate to Management Committee;
- (c) stand for election as a Branch delegate or alternate to Convention; or
- (d) vote in the election of Branch delegates and alternates to Convention.

2.4 Subject to the Constitution and these By-Laws, a Member shall enjoy all rights and privileges attaching to membership of the Party.

3 BRANCHES

3.1 Executive may recommend the formation of new Branches in accordance with the Constitution.

3.2 Each Branch must hold Branch Meetings in accordance with the Constitution and these By-Laws.

3.3 If a Branch does not hold meetings in accordance with the Constitution it will not be entitled to send delegates to Convention. The restriction will continue to apply until clause F.6 (f) of the Constitution is met.

3.4 Branches must provide notice of all Branch Meetings to the President and the Secretary.

3.5 The Secretary may request from a Branch Secretary minutes of all meetings held by that Branch since the last Annual Convention. The Secretary's request must be in writing and state the reason for the request. The Branch must provide all minutes requested under this By-Law within 14 days of the request.

4 EXECUTIVE

4.1 Executive shall comprise:

- (a) President;
- (b) two Vice-Presidents, one of whom must be a Member ordinarily resident in, and the other of whom must be a Member not ordinarily resident in, the Metro North, Metro West, or Metro South, Gold Coast or Ipswich and West Moreton Regions;
- (c) Secretary;
- (d) Treasurer;
- (e) Director, Campaigns;

- (f) Director, Social;
- (g) Director, Policy;
- (h) Director, Media;
- (i) Director, Regional and Rural (who must be a Member not ordinarily resident in the Metro North, Metro West, Metro South, Gold Coast or Ipswich and West Moreton Regions).

4.2 The following are ex-officio members of the Executive:

- (a) Immediate Past President
- (b) any Member holding the position of Federal President or Federal Vice President of the Young Liberal Movement of Australia or the Young National Party of Australia;

4.3 Members of Executive shall assume office at the conclusion of the Annual Convention or Management Committee meeting at which they are elected.

4.4 Executive meetings

- (a) The Executive shall ensure an Executive Meeting is held at least every two calendar months at a time and place decided by the Executive.
- (b) Quorum is 5 members of Executive.
- (c) Executive Meetings shall be chaired by the first listed of the following: the President, the Vice President, any member of Executive appointed by the President.
- (d) 7 days' notice shall be provided for Executive Meetings.

4.5 All decisions of Executive must be by resolution in an Executive Meeting or by flying minute.

4.6 For a resolution to be passed by flying minute, the resolution must be sent to every member of Executive by either mail or electronic communication. The resolution is passed by Executive upon the Secretary receiving affirmative responses from a majority of the voting members of Executive. Resolutions by flying minute may only be initiated by the President or by such other member of Executive as authorised by the President.

4.7 The Secretary must keep minutes of resolutions considered at Executive Meetings and by flying minute, details of business discussed and a list of attendees at Executive Meetings.

4.8 All minutes of Executive Meetings, flying minutes considered by the Executive and documents referred to within those minutes or flying minutes shall be kept by the Secretary and shall be available for inspection by all members of Management Committee.

4.9 Every Executive member has the right to attend and speak at any meeting of any Branch, Convention, Council or Committee of the Young Liberal National Party.

4.10 Meetings of Executive may be held in accordance with section U.31 of the Constitution at the discretion of the President.

5 EXECUTIVE COUNCIL

5.1 Executive Council are members of the State Council of the Party in accordance with the Constitution.

5.2 The Executive shall establish and maintain a list of Members who reside in each Region.

5.3 Executive Council shall comprise:

- (a) Executive;
- (b) one delegate from each Eligible Region elected in accordance with By-Law 5.4;
- (c) Officers of Management Committee.

5.4 Region delegates will be elected from Eligible Regions on the following basis:

- (a) The Executive shall call a meeting of the Members residing in each Region at least once every 15 calendar months.
- (b) Region delegates shall represent the Region on the State Council of the Party until the next election of a Region delegate from that Region.
- (c) The Secretary shall notify all Members residing in each Region of the date, time and place of the meeting held to elect the delegate from the Region.
- (d) The Secretary shall open nominations at least 14 days before the meeting is to be held, and close nominations not more than 7 days before the meeting is to be held.
- (e) Only Members who reside within the Region may nominate for the delegate position for that Region. Members must nominate to the Secretary in writing.
- (f) The President or their delegate shall chair the meeting.
- (g) The Secretary shall accept written nominations for the delegate position for a period of at least 14 days up to the day of the meeting.
- (h) Each Member who resides in the Region may vote in the election of the delegate.
- (i) The election of the delegate shall be conducted by optional preferential ballot as set by the Young LNP Election By-Laws.

5.5 The Executive may conduct the ballot by allowing Members who reside in the Region to vote by email to the Secretary if they consider that holding a meeting in accordance with By-Law 5.4 will be impractical for a particular Eligible Region.

5.6 If the number of Members who reside in an Eligible Region falls below 10 Members at any time, their delegate will immediately cease to be a member of Executive Council or the State Council of the Party.

5.7 If the number of Members in a Region which is not an Eligible Region rises above 10 Members at any time, the Executive will ensure that a delegate is elected from that Region as soon as practicable.

5.8 Elections for Executive Council may be held in accordance with section U.31 of the Constitution at the discretion of the President.

6 MANAGEMENT COMMITTEE

6.1 Management Committee shall comprise:

- (a) Executive;
- (b) the Chair of each Branch or the Chair's alternate;
- (c) any Member of the State Executive of the Party;
- (d) any Member who is a Party State or Federal Parliamentarian or Party endorsed Local Government representative;
- (e) the President of each University Club listed in Annexure A, provided that they are a Member, as non-voting members;
- (f) Officers of Management Committee elected at each Annual Convention:
 - (i) Fundraising Officer;
 - (ii) Community Engagement Officer;
 - (iii) Publications Officer;
 - (iv) Administration Officer;
 - (v) Development Officer.

6.2 A Branch Chair shall only be entitled to vote on resolutions of Management Committee provided that their Branch is compliant with Section F.6 of the Constitution.

6.3 Any member of Management Committee who is a member of Management Committee in more than one capacity may exercise only one vote on any resolution.

6.4 Each Branch Chair may nominate an alternate from their Branch to represent the Branch at Management Committee Meetings when the Chair is not present, by notifying the Secretary of the alternate in writing. The alternate must be a Local Branch Member of the same Branch as the Chair.

6.5 A Branch is not entitled to be represented by an alternate if the Chair of the Branch is a member of Management Committee in any other capacity and is present at the meeting of Management Committee.

6.6 Management Committee Meetings

(a) The Executive shall ensure a Management Committee Meeting is held at least every two calendar months at a time and place decided by the Executive;

(b) Quorum is one-third of eligible voting members of Management Committee;

(c) Management Committee Meetings shall be chaired by the first listed of the following: the President, the Vice President, any member of Management Committee appointed by the President;

(d) 7 days' notice shall be provided for Management Committee Meetings.

6.7 All decisions of Management Committee must be by resolution at a Management Committee Meeting. Resolutions of Management Committee cannot be passed by flying minute.

6.8 The Secretary must:

(a) keep minutes of resolutions considered and business discussed at Management Committee Meetings including a list of attendees; and

(b) conduct elections at Management Committee Meetings including the printing and distribution of ballot papers or use of secure electronic voting.

6.9 All minutes of Management Committee Meetings shall be kept by the Secretary and shall be available for inspection by all Members.

6.10 Meetings of Management Committee may be held in accordance with section U.31 of the Constitution at the discretion of the President.

7 CONVENTIONS

7.1 Annual Convention

- (a) The Executive shall ensure that an Annual Convention is held at least every fifteen calendar months, and at least once each calendar year;
- (b) The Executive shall determine the time and place of Annual Convention, to be ratified by Management Committee;
- (c) The Executive shall furnish to the Annual Convention:
 - (i) a written account of the activities of Executive since the previous Annual Convention; and
 - (ii) an audited statement of the financial affairs, including a balance sheet and a profit and loss statement of the Young Liberal National Party for the period from the previous Annual Convention. If the Party requires the Executive to provide an audited statement of the financial affairs of the Young Liberal National Party in the 3 months preceding an Annual Convention, it is sufficient for the Executive to provide that audited statement and a statement of activity for the period between the audit and the Annual Convention.

7.2 Special Convention

- (a) A Special Convention may be convened by resolution of Management Committee.
- (b) The business for consideration at a Special Convention shall be confined to the business stated in the resolution convening the Special Convention.
- (c) If a Special Convention is held within three months of an Annual Convention, Management Committee may resolve that the delegates elected for the previous Annual Convention continue as delegates for the Special Convention.

7.3 Convention shall comprise members of Executive, Management Committee, and delegates elected by Branches in accordance with By-Law 7.4.

7.4 Branch delegates

Branches shall elect delegates to Convention on the following basis:

- (a) Each Branch is entitled to elect 2 delegates for not less than 10 Local Branch Members, together with one additional delegate for each 5 additional Local Branch Members over 10 members.
- (b) Each Branch may elect alternate delegates equal in number to the number of delegates.
- (c) Delegates and alternates must be Local Branch Members of the Branch from which they are elected.

(d) Each member may only participate in the election of delegates for one branch in the period following the last Annual Convention.

(e) Notice of the Branch Meeting at which the election of delegates and alternates is to occur must specify the purpose of that meeting.

(f) The cut off date for delegate entitlement of each Branch shall be determined by Executive and shall be at least 30 days from the first session of Convention.

(g) Each Branch must notify the State Director and the Secretary not less than fourteen days before Convention, of the persons elected by the Branch as delegates and alternates.

(h) No member of Executive or Management Committee shall be elected as a Branch delegate or alternate.

(i) Branch delegates shall be elected on a proportional basis in accordance with a Young LNP Elections By-Law ratified by the Party State Executive.

7.5 Nominations for Executive and Management Committee Officer positions

(a) Nominations for Executive and Management Committee Officer positions shall be received by the State Director not less than fourteen days before Annual Convention.

(b) A person cannot nominate for the positions of President or Vice President if they have already served two terms as President or four terms in total as President or Vice President.

(c) A person cannot nominate for an Executive or Management Committee Officer position if they will turn 31 years old within 12 months of the Annual Convention they were elected at.

(d) Nominations shall be taken from the floor of Annual Convention only if there are no nominations for a position, or fewer nominations than the number of positions to be filled.

7.6 Elections for Executive and Management Committee Officer positions

(a) Each member of Executive, with the exception of ex-officio members, shall be elected by Annual Convention by a secret optional preferential ballot.

(b) Every candidate for President shall be entitled to five minutes to address the floor of Annual Convention before the Convention votes to elect a President.

(c) Every candidate for an elected Executive or Management Committee Officer position, other than President, shall be entitled to three minutes to address the floor of Annual Convention, or have a written statement of no more than 500 words distributed to delegates, before the Convention votes to elect the position.

(d) Determination of whether candidates shall speak or provide a written statement will be made by the State Director no less than seven days before Annual Convention.

7.7 General

(a) The Executive shall give Members not less than forty-five days written notice of a Convention.

(b) The Executive shall determine the registration fee for each member of Convention.

(c) The Executive shall determine the agenda for Convention. Notice of the agenda must be provided to members of Convention not less than fourteen days prior to Convention.

(d) Convention shall be chaired by the first listed of the following: the President, the Vice President, any member of Convention appointed by Convention.

(e) Convention may adopt standing orders dealing with motion debate, voting and conduct of elections.

(f) Every Member is entitled to speak at Annual Convention.

(g) Every Member is entitled to a copy of the minutes of a Convention upon request by that Member.

(h) If any Branch is not fully represented at Convention, absent delegates from that Branch may proxy their vote to any other member of Convention if the place where that Member resides is more than 150 km from the place where the Convention is held and the delegate proxies their vote in writing to another delegate, signs the proxy and provides a copy of the signed proxy to the Secretary.

(i) Each member of Convention may hold a maximum of two proxies.

8 STATE COUNCIL

8.1 State Council shall comprise all Members of the Young Liberal National Party.

8.2 Quorum is 20 Members.

8.3 State Council shall be held at least every two calendar months at a time and place determined by the Executive.

8.4 State Council shall:

(a) receive reports from the Executive as listed on the agenda by the Secretary;

(b) provide Members with an opportunity to ask questions of the Executive relating to the affairs of the Young Liberal National Party;

(c) consider and debate policy motions; and

(d) consider other business listed on the agenda from time to time.

8.5 All resolutions passed by State Council will be entered onto the agenda for the next Annual Convention.

8.6 Should any resolution of State Council be in conflict with any resolution of Annual Convention, then the decision of Annual Convention shall prevail as official Young Liberal National Party policy.

8.7 The Secretary must keep minutes of resolutions passed at State Council including a list of attendees.

8.8 Notice of State Council shall be provided not less than seven days prior to the meeting.

8.9 Meetings of State Council may be held in accordance with section U.31 of the Constitution at the discretion of the President.

9 COMMITTEES

9.1 The President may create a committee to assist the Executive in carrying out the responsibilities of any respective portfolio.

9.2 A committee shall comprise such members as are from time to time approved by the Executive and shall be chaired by the appropriate member of the Executive.

9.3 A committee shall meet at such times as determined by its Chair and shall report through its Chair to the Executive.

10 MANAGEMENT OF THE AFFAIRS OF THE YOUNG LIBERAL NATIONAL PARTY

10.1 Subject to By-Laws 11.2 and 11.3, the Executive will be responsible for the good governance and management of all Young Liberal National Party affairs and have the power and authority to do all such acts necessary for the attainment or furtherance of this objective.

10.2 Management Committee may make recommendations to Executive with respect to any function or matters to be performed or determined by Executive. However, Executive shall not be bound by any recommendation or direction of Management Committee.

10.3 The President shall be the only person entitled to authorise statements on behalf of the Young Liberal National Party.

11 RESIGNATION OR REMOVAL OF EXECUTIVE MEMBERS

11.1 Resignations from Executive or Management Committee Officer positions shall be effective upon notice being provided to and accepted by the President and Secretary.

11.2 Executive may appoint a Member to fill a casual vacancy in an Executive position until such time as the casual vacancy is filled by a ballot of Management Committee.

11.3 Any member of Executive who fails to attend three consecutive Executive meetings without reasonable excuse being accepted by Executive shall be deemed to have forfeited that position and the position shall be declared vacant.

11.4 Management Committee may resolve to remove a member of Executive or a Management Committee Officer in accordance with the following provisions:

(a) Not less than 25% of eligible voting members of Management Committee must sign a notice ("the Initiating Notice") requesting the Secretary to include a motion for the removal of the Executive member or the Management Committee Officer on the agenda of the next Management Committee Meeting provided that such meeting is not less than 14 days after the date of delivery of notice to the Executive member as prescribed by By-Law 12.4 (c).

(b) The Initiating Notice must state all relevant grounds relied upon for the removal of the Executive member or Management Committee Officer. An Executive member or Management Committee Officer may only be removed for a continuing failure to discharge the functions and responsibilities of their office.

(c) The Secretary must provide a copy of the Initiating Notice to the relevant Executive member or Management Committee Officer not less than 14 days prior to the Management Committee Meeting at which the motion is to be considered.

(d) The Executive member or Management Committee Officer shall have reasonable opportunity to respond to the matters stated in the Initiating Notice both in writing and in person at the relevant Management Committee Meeting.

(e) The Executive member or Management Committee Officer shall not be entitled to examine witnesses or be represented by counsel at the Management Committee Meeting.

(f) Any resolution to remove a member of Executive or a Management Committee Officer must be passed by a 75% majority of the eligible voting members of Management Committee.

(g) If an Initiating Notice relates to the Secretary, all references in this By-Law to "Secretary" shall be read as if they were references to "President".

(h) If a member of Executive or a Management Committee Officer is removed under this By-Law, the position shall be filled as a casual vacancy.

12.5 Casual vacancies on Executive or of Management Committee Officer positions shall be filled by Management Committee in accordance with the following provisions:

- (a) all Members shall be advised that the position is vacant;
- (b) all Members shall be able to nominate for the position in writing to the Secretary;
- (c) nominations must be open for at least 7 days;
- (d) a Management Committee meeting shall be convened, at least 14 days after nominations for the vacancy open, with notice of the meeting specifying that the election will take place at the meeting;
- (e) the Management Committee will fill the vacancy by secret optional preferential ballot.

12 NATIONAL AFFAIRS

12.1 The President or their alternate shall be the Young Liberal National Party delegate to the Young Liberal Movement Federal Executive.

12.2 The President and the Policy Director or their alternates shall be the Young Liberal National Party delegates to the Young Liberal Movement Federal Policy Committee.

12.3 The President shall be one of the Young Liberal National Party delegates to the Young Liberal Movement Federal Council.

12.4 All other delegates and alternates representing the Young Liberal National Party at Young Liberal Movement Federal Council and Young National Federal Conference shall be elected in the following way:

- (a) the President shall call for nominations from all members and provide details of applicants to Management Committee;
- (b) delegates and alternates shall be proposed by the President and elected by Management Committee by secret optional preferential ballot in accordance with the Young LNP Elections By-Law.

13 HONORARY LIFE MEMBERSHIP AND OTHER AWARDS

13.1 The award of Honorary Life Membership of the Young Liberal National Party may be awarded to persons who have made an outstanding contribution to the Young Liberal National Party or the former Young Liberal Movement of Australia (Qld Division) or the former Queensland Young Nationals.

13.2 Each of the following requirements must be satisfied for the conferral of Honorary Life Membership:

- (a) The Executive must determine appropriate candidates for the award of Honorary Life Membership and recommend their candidacy to Management Committee.

(b) Management Committee must endorse the candidacy of the proposed Honorary Life Member by passing a resolution to such effect with not less than a two-thirds majority.

(c) Annual Convention must elect the Honorary Life Member by secret ballot.

13.3 Honorary Life Membership shall entitle a person to attend and to speak at State Council and Conventions but that person shall not be eligible to vote.

13.4 Other Awards may be given at Annual Convention. A particular award shall only be given if the Executive determines that there is an appropriate recipient in any given year.

(a) The Meritorious Service Award, shall be the highest award available to financial members and shall be awarded only to those deemed by the Executive to be deserving of such an award for their continued performance and commitment to the Young Liberal National Party over many years.

(b) Annual awards may include:

(i) Young LNP Member of the Year;

(ii) Young LNP Branch of the Year;

(iii) President's Encouragement Award;

(iv) Best Delegate to Convention;

(v) Any other award that the Executive deems appropriate in the circumstances.

14 STATE PATRON

14.1 The Management Committee may invite no more than three members of the Party to be the State Patron or Patrons of the Young Liberal National Party until the next Annual Convention. The appointment of the Patron shall require a resolution of Annual Convention passed by a simple majority.

15 INTERPRETATION

15.1 Any Member may ask the President for a ruling on the meaning of any By-Law.

15.2 The Member shall make the request in writing, or from the floor of an Executive Meeting, Management Committee Meeting, State Council or Branch Meeting.

15.3 The President shall make a ruling within 14 days of the request.

15.4 If the Member disagrees with the President's ruling, they may notify the President, who must refer the dispute to the Honorary Legal Adviser of the Party for a determination.

15.5 The determination of the Honorary Legal Adviser of the Party shall be final.

16 ALTERATION TO BY-LAWS

16.1 These By-Laws, except the Annexures, may only be amended by resolution of Special Convention.

16.2 The Annexures to these By-Laws may be amended by resolution of Management Committee.

16.3 Management Committee shall appoint a By-Law Review Committee, consisting of up to five members, to consider proposed amendments to the By-Laws under By-Law 16.1.

16.4 Executive must provide notice of the proposed amendments to the By-Laws at least seven days before the start of the first session of Special Convention.

16.5 Management Committee may from time to time ratify amendments to these By-Laws where necessary to correct typographical or grammatical errors or to update cross-referencing as a result of subsequent amendment to the Constitution provided that such amendments do not materially affect the operation of these By-Laws.

TRANSITIONAL PROVISIONS

Changes to these By-laws as made by the 2022 Special Convention will be implemented at a time resolved by Management Committee, after consultation with the Honorary Legal Advisor.

Members will be given a minimum of 30 days' notice of new provisions taking effect.

Amended 26 June 2022 by a Special Convention of the Young LNP

These By-laws come into effect on 31st October 2022, with the exception of Sections 4, 5 and 6 which come into effect on 28th April 2023.

ANNEXURE A (UNIVERSITY CLUBS)

UQ Liberal National Association (UQLNA)

Queensland University of Technology Liberal National Club (QUTLNC)

Bond University Liberal National Club (BULNC)

Griffith University Liberal National Club (GULNC)

James Cook University Liberal National Club (Townsville) (JCULNC - Townsville)

James Cook University Liberal National Club (Cairns) (JCULNC - Cairns)