

## TABLE OF CONTENTS

NAME.....	2
OBJECTS.....	2
POWERS.....	2
METHOD OF OPERATION.....	3
CLASSES OF MEMBERSHIP.....	3
MEMBERSHIP FEES.....	4
ADMISSION AND REJECTION OF MEMBERS.....	4
TERMINATION OF MEMBERSHIP.....	4
APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP.....	5
REGISTER OF MEMBERS.....	5
SECRETARY.....	6
MEMBERSHIP OF MANAGEMENT COMMITTEE.....	6
VACANCIES ON MANAGEMENT COMMITTEE.....	7
FUNCTIONS OF THE MANAGEMENT COMMITTEE.....	8
MEETINGS OF MANAGEMENT COMMITTEE.....	9
ANNUAL GENERAL MEETINGS.....	11
BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING.....	11
SPECIAL GENERAL MEETING.....	12
QUORUM AT GENERAL MEETING.....	12
NOTICE OF GENERAL MEETING.....	13
PROCEDURE AT GENERAL MEETING.....	14
BY-LAWS.....	16
ALTERATION OF CONSTITUTION.....	16
COMMON SEAL.....	16
FUNDS AND ACCOUNTS.....	16
DOCUMENTS.....	17
FINANCIAL YEAR.....	18
DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY.....	18

**ANZAC Day Commemoration Committee  
(Queensland) Incorporated**

## **CONSTITUTION**

### **NAME**

1. The name of the incorporated association shall be the **ANZAC Day Commemoration Committee (Queensland) Incorporated** (in this Constitution called "the Association")

### **OBJECTS**

2. The charter of the Association is to commemorate our fallen heroes and to honour our surviving veterans. The objects for which the Association is established are:
  - (1) The recognition of the gallant courage displayed by the Australian sons and daughters in fighting for the preservation of liberty and civilisation.
  - (2) The relief, by way of donation, of aged war veterans and their widows including those suffering from dementia.
  - (3) The commemoration of our fallen and the acknowledgment of the suffering of our wounded.
  - (4) The conduct of patriotic ceremonies in every town in Queensland on ANZAC Day.
  - (5) The encouragement of religious bodies to observe ANZAC Day by such religious service as each body shall decide.
  - (6) The care and upkeep of graves of ex-service personnel whose death is not accepted as due to War Service by the Repatriation Commission.

### **POWERS**

3.
  - (1) The Association has, in the exercise of its affairs, all the powers of an individual.
  - (2) The Association may, for example -
    - (1) enter into contracts: and
    - (2) acquire, hold, deal with and dispose of property; and

- (3) make charges for services and facilities it supplies; and
  - (4) do other things necessary or convenient to be done in carrying out its affairs.
- 
- (3) The Association may take over the funds and other assets and liabilities of the present unincorporated association known as the **ANZAC Day Commemoration Committee (Queensland)**;
  - (4) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

### **METHOD OF OPERATION**

- 4. The Association consists of a General Committee of all members and an Executive (or Management) Committee which is empowered to conduct the business of the Association.

### **CLASSES OF MEMBERSHIP**

- 5. Membership of the Association is by invitation of the Executive or General Committee.
- 6.
  - (1) The membership of the Association shall consist of Ordinary members and Honorary members.
  - (2) The Association's membership includes other clubs or organisations. These clubs or organisations each have one vote but may nominate up to two representatives to attend meetings.
  - (3) The number of Ordinary members and Honorary members shall be unlimited.
- 7.
  - (1) Every nominee for any class of membership of the Association [other than the members of the unincorporated Association referred to in sub rule (1)] shall be proposed by one member of the Association and seconded by another member.
  - (2) The invitation for membership shall be made in writing, signed by the secretary. Upon acceptance in writing the person or organisation so invited will be admitted to the class of membership that was offered.
  - (3) The *ex officio* Patron of the Association is the Governor of Queensland.
  - (4) The *ex officio* Honorary Chairman of the Association is the Premier of Queensland.

- (5) The *ex officio* Honorary Vice-Chairman of the Association is the Leader of the Opposition in Queensland.

## **MEMBERSHIP FEES**

8. (1) There are no membership fees for any class of membership.
- (2) [*Statutory clause*] A financial member at any material time is a member who is not then indebted to the organisation in respect of annual subscription or levy or other payment whatsoever.
- (3) [*Statutory clause*] Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any general meeting of the organisation.

## [*Statutory heading*] **ADMISSION AND REJECTION OF MEMBERS**

9. (1) Membership is by invitation of the Management or General Committee and as such there is no formal application process.
- (2) Any proposed nomination which receives a majority of the votes of the members of the Management Committee present at the meeting at which such proposal is being considered shall be invited to be a member of the class of membership so proposed.
- (3) Upon the acceptance of an invitation to any class of membership the secretary shall forthwith give that person or organisation notice in writing of such acceptance.

## **TERMINATION OF MEMBERSHIP**

10. (1) A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
- (2) If a member -
  - (1) is convicted of an indictable offence; or
  - (2) fails to comply with any of the provisions of these Constitution; or
  - (3) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association; or

- (4) is considered by the Management or General Committee no longer to have a role in the Association

The Management Committee shall consider whether his membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting his case to the Management Committee and if the Management Committee resolves to terminate his membership it shall instruct the secretary to advise the member in writing accordingly.

## **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

11. (1) [*Statutory clause*] A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.
- (2) [*Statutory clause*] Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within 3 months of the date of receipt by the secretary of such notice, a general meeting to determine the appeal.
- (3) [*Statutory clause*] At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case.
- (4) The appeal shall be determined by the vote of the members present at such meeting.
- (5) [*Statutory clause*] Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by this Constitution or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

## **REGISTER OF MEMBERS**

12. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further

particulars as the Management Committee or the members at any general meeting may require from time to time.

- (3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

## **SECRETARY**

13. (1) If a vacancy happens in the office of secretary, the members of the Management Committee must appoint or elect a secretary within 14 days after the vacancy happens.
- (2) The secretary must be an individual residing in the State who is -
  - (1) a member of the Association elected by the Association as secretary; or
  - (2) a member of the Association's Management Committee appointed by the Committee as secretary; or
  - (3) appointed by the Management Committee as secretary (whether or not the individual is a member of the Association).
- (3) The Management Committee may appoint and remove the secretary at any time.

## **MEMBERSHIP OF MANAGEMENT COMMITTEE**

14. (1) The Executive Committee (in this Constitution called "the Management Committee") of the Association shall consist of the President, Secretary, Operations Manager, Treasurer, Assistant Secretary/Treasurer, Memorials Officer, Museum & Displays Officer, Student Ceremony Chair, and the ANZAC Day March Officer, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint. The Honorary Chairman and Honorary Vice-Chairman are not members of the Management Committee.
- (2) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election. Any candidate holding an executive position on any ex-service organisation is deemed ineligible to hold a position on the Management (Executive) Committee.
- (3) The election of officers and other members of the Management Committee shall take place in the following manner:-

- (1) Any 2 members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
  - (2) The nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the secretary at least 14 days before the annual general meeting at which the election is to take place;
  - (3) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting;
  - (4) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
  - (5) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
15. (1) Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present his case.
- (2) The question of removal shall be determined by the vote of the members present at such a general meeting.
  - (3) There is no right of appeal against a member's removal from office under this section.

### **VACANCIES ON MANAGEMENT COMMITTEE**

16. (1) The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.
- (2) The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to this Constitution as the necessary quorum of the

Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

## **FUNCTIONS OF THE MANAGEMENT COMMITTEE**

17. (1) Except as otherwise provided by this Constitution and subject to resolutions of the members of the Association carried at any general meeting the Management Committee -
- (1) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
  - (2) shall have authority to interpret the meaning of this Constitution and any matter relating to the Association on which this Constitution is silent.
- (2) The Management Committee may exercise all the powers of the Association -
- (1) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
  - (2) to borrow money from members and to pay interest on the amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
  - (3) to invest in such manner as the members of the Association may from time to time determine.
- (3) For sub-section (2)(b) the rate of interest must not be more than the rate for the time being charged for overdrawn accounts for money lent (whatever the term of the loan) by -
- (1) the financial institution for the Association; or
  - (2) if there is more than 1 financial institution for the Association - the financial institution nominated by the Association.



## MEETINGS OF MANAGEMENT COMMITTEE

18. (1) The Management Committee shall meet at least once every four (4) months to exercise its functions.
- (2) The Management Committee must decide how a meeting is to be called.
- (3) Notice of a meeting is to be given in the way decided by the Management Committee.
- (4) The Management Committee may hold meetings in conference or by telephone, video link or another form of communication.
- (5) A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- (6) At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.
- (7) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit.
- (8) However, questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
- (9) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.
- (10) Not less than 14 days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee.
- (11) Such notice shall clearly state the nature of the business to be discussed thereat.
- (12) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within 10 minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if there is no

Vice-President or if the Vice-President is not present at the meeting then the members may choose 1 of their number to be Chairman of the meeting.

- (13) If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse.
  - (14) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
19. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit.
- (2) Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.
  - (3) A sub-committee may elect a Chairman of its meetings.
  - (4) If no such Chairman is elected, or if at any meeting the Chairman is not present within 10 minutes after the time appointed for holding the meeting, the members present may choose 1 Chairman of the meeting.
  - (5) A sub-committee may meet and adjourn as it thinks proper.
  - (6) Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.
  - (7) The framework for operating procedures for standing sub-committees of the Association is:
    - (1) The Chair is to be a member of the ADCC appointed by the Management Committee.
    - (2) There shall be at least two other members of the Sub-Committee, none of whom are required to be members of the ADCC. These are appointed by the Chair.
    - (3) Sub-Committee activities are to be planned and conducted using a chronological list of tasks and responsibilities. This is to be approved by the Management Committee by 31 December of the year preceding the activity and is both the authority for the Sub-Committee to incur expenditure, and the instrument against which the Chair reports to the Management Committee.
    - (4) Bills for approved expenditure are to be forwarded to the Office Manager for payment.
    - (5) A written report with any recommendations to improve the conduct

of subsequent activities is to be presented to the Management Committee at its June meeting each year.

20. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
21.
  - (1) A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held.
  - (2) Any such resolution may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

## **ANNUAL GENERAL MEETINGS**

22. Each annual general meeting must be held -
  - (1) at least once each year; and
  - (2) within 6 months after the end of the Association's previous financial year.

## **BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING**

23. The following business must be transacted at every annual general meeting -
  - (1) the receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Association for the last financial year;
  - (2) the receiving of the auditor's report on the financial affairs of the Association for the last financial year;
  - (3) the presenting of the audited statement to the meeting for adoption;
  - (4) the election of members of the Management Committee; and
  - (5) the appointment of an auditor.

## **SPECIAL GENERAL MEETING**

24. (1) The secretary shall convene a special general meeting by sending out notice of the meeting within 14 days of -
1. being so directed by the Management Committee; or
  2. being given a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one;
  3. being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- (2) A requisition mentioned in subsection (1)(2) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.
- (3) Special General Meetings may be held in conference or by written ballot. Where the determination of a matter, a motion or an amendment is by written ballot, voting papers will be issued by the Secretary to all members entitled to vote, including entitled proxy holders. Two members of the Management Committee will be appointed by the Chairman to count the completed voting papers. A third member of the Management Committee will be appointed by the Chairman as a scrutineer. These members will report the result in writing to the Chairman who will then declare the outcome in writing to all members.

## **QUORUM AT GENERAL MEETING**

25. (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus 1.
- (2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- (3) For the purposes of this rule -
- "member" includes a person attending as a proxy or as representing a corporation which is a member.

- (4) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse.
- (5) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.
- (6) The Chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (7) When a meeting is adjourned for 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (8) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

### **NOTICE OF GENERAL MEETING**

26. (1) The secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee.
- (3) However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing.
- (4) Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## PROCEDURE AT GENERAL MEETING

27. (1) Unless otherwise provided by this Constitution, at every general meeting -
- (a) the Honorary Chairman shall preside as Chairperson, or if there is no Honorary Chairman, or if the Honorary Chairman is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Honorary Vice-Chairman shall be the Chairperson or if the Honorary Vice-Chairman is not present or is unwilling to act then the members present shall elect one of their number to be Chairperson of the meeting; and
  - (b) the Chairperson shall maintain order and conduct the meeting in a proper and orderly manner; and
  - (c) every question, matter or resolution shall be decided by a majority of votes of the members present; and
  - (d) every member present shall be entitled to 1 vote and in the case of an equality of votes the Chairperson shall have a second or casting vote; and
  - (e) voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot; and
  - (f) The Chairperson shall appoint two members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting of which the ballot was demanded; and
  - (g) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have 1 vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have 1 vote; and
  - (h) the instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised; and
  - (i) a proxy may but need not be a member of the Association; and
  - (j) the instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot; and

- (k) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:-

**ANZAC DAY COMMEMORATION COMMITTEE (QUEENSLAND) INCORPORATED**

I, \_\_\_\_\_ of, \_\_\_\_\_, being a member of the above named Association, hereby appoint \_\_\_\_\_ of \_\_\_\_\_ as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**Signature**

*This form is to be used \* in favour of the resolution.*

*\* against \* Strike out whichever is not desired.*

*(Unless otherwise instructed, the proxy may vote as he thinks fit.);*

- (l) the instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- (m) the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection.
- (2) For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy.
- (3) Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting.
- (4) However, the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

## BY-LAWS

28. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with this Constitution, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

## ALTERATION OF CONSTITUTION

29. (1) Subject to the provisions of the *Associations Incorporation Act 1981*, this Constitution may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.
- (2) However, an amendment, rescission or addition is valid only if it is registered by the Chief Executive and the Minister responsible for the administration of the *Collections Act 1966*.

## COMMON SEAL

30. (1) The Management Committee shall provide for a Common Seal and for its safe custody.
- (2) The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

## FUNDS AND ACCOUNTS

31. (1) The funds of the Association shall be deposited in the name of the Association in a financial institution decided by the Management Committee.
- (2) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.



- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) All amounts of \$100 or over shall be paid by either
  - a) Cheque signed by any 2 of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
  - b) An electronic transfer (authorised by the use of a password) by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of -
  - (a) the income and expenditure for the financial year just ended; and
  - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) If the Association is incorporated within 3 months of the end of the Association's financial year, subsection (8) does not apply for the financial year the Association is incorporated.
- (10) The auditor must examine the statement prepared under subsection (8) and present a report on it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (11) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

## **DOCUMENTS**

32. The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

## FINANCIAL YEAR

33. The financial year of the Association shall close on 30th June in each year.

## DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

34. If the Association shall be wound up in accordance with the provisions of the *Associations Incorporation Act 1981*, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, gifts to which are allowable deductions under the provisions of Section 78(4) and (5) of the *Income Tax Assessment Act*, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 28(10), such institution or institutions to be determined by the members of the Association.