

**Arana United Futsal Club Inc.**

**Constitution and By-laws**

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# Definitions and interpretation

## Definitions

In these rules:

**Act** means the *Associations Incorporation Act 1981* (Qld);

**Association** means the Arana United Futsal Club Incorporated;

**Pine Rivers Shire** means the area formerly known as the Pine Rivers Shire but now forming part of the Moreton Bay Region;

## Surplus Assets has the meaning given to that term in the Act.

## Interpretation

In these rules:

### 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.

# Arana United Futsal Club

The name of the incorporated association shall be Arana United Futsal Club Incorporated.

# Objects

The objects of the Association are:

### to promote and encourage futsal and other sports in the Pine Rivers Shire and such other local areas determined by the Association from time to time;

### to subscribe to, become a member of and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule ; and

# Powers

The powers of the Association are:

### to take over the funds and other assets and the liabilities of the present unincorporated association known as the Arana United Futsal Club;

### to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association premises;

### to charge for services and facilities supplied to the members of the Association or persons frequenting the Association premises;

### to purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with any of the objects of the Association, provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;

### to enter into any arrangements with any Government or Authority that are incidental or conductive to the attainment of the objects and the exercise of the powers of the Association. To obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain, and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

### to appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Association;

### to remunerate any person or body corporate for services rendered, or to be rendered, for promotion of the Association or in furtherance of its objects;

### to invest and deal with the money of the association not immediately required in such manner as may from time to time be thought fit;

### to take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

### to lend or advance money or give credit to any person or body corporate. To guarantee and give guarantees or indemnities for the payment of monies or the performance of contracts or obligations by any persons or body corporate and otherwise to assist any person or body corporate;

### to borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay off any such securities;

### to draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

### to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or part of the property and rights of the Association;

### to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association 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 that imposed upon the Association under or by virtue of rule ;

### to purchase or otherwise acquire from or to transfer to all or any part of the property, assets, liabilities and engagements of the incorporated associations with which the Association is authorised to amalgamate;

### to enter into any contracts, agreements, deeds or other documents or arrangements necessary, incidental or conductive to the attainment of the objects and the exercise of the powers of the Association; and

### to do all such things (including signing such documents) as are convenient to be done in the carrying out of the affairs of the Association; and

### to do all such things as are necessary, incidental or conductive to the attainment of the objects and the exercise of the powers of the Association.

# Classes of members

## Minimum number of members

The Association must, at all times, have not less than 7 members, including the Management Committee.

## Classes of members

The membership of the Association consists of any of the following classes of members:

### Ordinary Members;

### Founding Life Members;

### Life Members;

### Associate Members; and

### Temporary Members.

## Ordinary Members

### An Ordinary Member may be any person over the age of 18 years (or the nominated parent or guardian of a junior sporting player under the age of 18 years) with an intention to participate in a sport or activity conducted by the Association.

### Ordinary Members must, as a condition of membership, pay the annual membership fee or such other sum as may be from time to time declared by the Association at any general meeting.

### The number of Ordinary Members is unlimited.

### Ordinary Members do not have any voting rights whatsoever in relation to the Association however an Ordinary Member may also be a Founding Member, Life Member or Associate Member and in which case the rights and privileges attaching to those classes of membership will apply.

## Founding Life Members

### Founding Life Members are limited to:

#### Barry McErlean

### Founding Life Members are exempt from the payment of membership fees.

### Founding Life Members are entitled to all the social privileges offered by the Association and may vote at any general meeting of the Association.

## Life Members

### A Life Member may be any person:

#### who has provided long standing meritorious services to the Association;

#### who meets the criteria set by the Association from time to time for life membership; and

#### whose nomination has been passed by the Management Committee and confirmed by a majority of members present at the Annual General Meeting of the Association.

### Life Members are exempt from the payment of membership fees.

### No more than five (5) life membership shall be elected in any one year.

### Founding Life Members are entitled to all the social privileges offered by the Association and may vote at any general meeting of the Association.

## Associate Members

### An Associate Member may be any person over the age of 18 years who:

#### is of good character;

#### indicates an interest in participating in the administration of the Association; and

#### whose nomination has been passed by the Management Committee.

### Associate Members are entitled to all the social privileges offered by the Association and may vote at any general meeting of the Association.

### Associate Members are required to pay the annual membership fee or such other sum as may be from time to time declared by the Association at any general meeting.

### The number of Associate Members is unlimited.

## Temporary Members

### Temporary Membership may be granted to:

#### visiting members of associations affiliated the Associations' sports governing bodies (for example, Football Federation Queensland), who have reciprocal rights; or

#### visitors authorised by the Management Committee using the Association facilities on a particular day for an authorised purpose; or

#### members of visiting teams engaged in a championship, tournament or match and the bona fide officials of such teams,

#### and such Temporary Memberships will only apply for the nominated championship, tournament, match or the like.

### The Management Committee may from time to time determine whether Temporary Members are entitled to any of the privileges (excluding voting rights) offered by the Association.

### Temporary Members do not have any voting rights whatsoever in relation to the Association.

### The number of Temporary Members is unlimited.

# Admission of members

## Ordinary Members and Temporary Members

### An applicant for Ordinary Membership or Temporary Membership must:

#### complete and sign an Application for Membership, in such form as the Management Committee requires from time to time;

#### if the application is for Ordinary Membership, pay the Association membership fee applicable to Ordinary Members; and

#### comply with any other requirements set out by the Management Committee from time to time. These requirements may include, without limitation, a requirement to become a member of a sports governing body, for example Football Federation Queensland for futsal players and the Police Citizens Youth Club where activities are carried out on PCYC premises.

## Other classes of membership

### An applicant for membership as a Life Member or Associate Member of the Association must be proposed by two (2) financial members of the Association. An application for membership must be:

#### in writing;

#### signed by the applicant and the applicant's proposer and seconder;

#### in the form decided by the Management Committee; and

#### accompanied by the Association membership fee applicable to the type of membership applied for.

## Rules of admission application to all classes of membership

### Applications for Temporary Memberships may be authorised upon receipt by 1 member of the Management Committee.

### Except in the case of a Temporary Membership, the Management Committee may, at their discretion, consider an application/s for membership at the next meeting of the committee held, after it receives the appropriate application and the membership fee for the application.

### An applicant will be accepted to the class of membership applied for if a majority of the Management Committee members present at the meeting vote to accept the applicant as a member. If a majority of the Management Committee members present at the meeting vote to reject the applicant as a member, there is no right of appeal against rejection of membership.

### The Secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, arrange for the applicant to be given a written notice of the decision. The forwarding of a membership card may be considered sufficient advice of acceptance.

## Register of members

### The Management Committee must keep a register of members. The register of members must include the following particulars for each member:

#### the full name and residential address, the date of admission, the date of death or resignation of the member, details about the termination of reinstatement of membership and any other particulars the Management Committee or the members at a general meeting decide;

#### the register must be open for inspection at all reasonable times. However, before the member may inspect the register, the member must apply to the Secretary to inspect it. The Management Cmmittee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing:

##### the disclosure of the information would put the member at risk of harm;

##### the disclosure of the information would breach a law or the National Privacy Principals; or

##### withholding the information is in the best interests of the member or the Association.

### A member of the Association must not, unless prior written approval is obtained from the Association:

#### use information obtained from the register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or

#### disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.

# Membership fees

### The membership fee for each class of membership is the amount decided by the members from time to time at a general meeting and will be payable when, and in the way, the Management Committee decides.

### A member who paid the annual subscription for membership of the unincorporated association on or before establishment of the Association, is entitled to a credit towards any membership fee payable to the Association for any unexpired portion of the subscription fee already paid.

### No person shall be eligible to represent the Association as a player or official unless he or she is an Ordinary Member, Life Member or Founding Life Member of the Association, except a person under the age of eighteen (18) years in which case a parent or guardian of such juvenile must be an Ordinary Member, Life Member or Founding Life Member.

# Termination of membership

### A member may resign from the Association by giving a written notice of resignation to the Secretary.

### The resignation takes effect on:

#### the day and at the time the notice is received by the Secretary; or

#### if a later day is stated in the notice, the later day.

### The Management Committee may terminate a member's membership if the member:

#### is convicted of an indictable offence;

#### does not comply with any of the provisions of these rules;

#### has membership fees in arrears for at least two months; or

#### conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.

### Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

### If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the committee must give the member a written notice of the decision.

### If a person whose application for membership has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the person.

# Appeal against termination of membership

### A person whose membership has been terminated may within one month of such termination lodge with the Secretary written notification of his or her intention to appeal against the decision of the Management Committee.

### Within 3 months of receipt of the notice of intention to appeal, the Secretary must convene a general meeting to determine the appeal. The terminated member must be given the opportunity to fully present his case and the Management Committee shall likewise have the opportunity of presenting its case. The appeal shall be determined by the vote of the members present at such meeting.

# Membership of Management Committee

### The Management Committee of the Association shall consist of:

#### President;

#### Treasurer;

#### Secretary; and

#### and any other members the Association members elect at a general meeting, not exceeding 4 positions.

### The Office Bearers of the Association shall be the President, Treasurer and Secretary.

### The Management Committee must also be members of the Association (excluding Temporary Members).

### At the Annual General Meeting of the Association the members of the Management Committee shall retire from office but shall be eligible for re-election.

### A Management Committee member may resign from the committee by giving written notice of resignation to the Secretary. The resignation will take effect on the day and at the time the notice is received by the Secretary.

### A member may be removed from office at a general meeting of the Association if a majority of the members present at the meeting vote in favour of removing the member. Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office. A member has no right of appeal against the member's removal from office under this section.

### If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next Annual General Meeting. The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee. However if the number of committee members is less than the number fixed under rule **Error! Reference source not found.** as a quorum of the Management Committee, the continuing members may act only to increase the number of Management Committee members to the number required for a quorum or call a general meeting of the Association.

# Nomination for Management Committee

### Except for the first Management Committee on establishment of the Association, a member of the Management Committee may only be elected as follows—

#### any member of the Association may nominate another member (the ***candidate***) to serve as a member of the Management Committee;

#### the nomination must be in writing and signed by the candidate and the members who nominated him or her; and

#### given to the Secretary at least 14 days before the annual general meeting at which the election is to be held.

### Each member of the Association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the Management Committee.

### If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

### A person may be a candidate only if the person is an adult and is not ineligible to be elected as a member under section 61A of the Act.

### A list of the candidate’s names in alphabetical order must 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.

### If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

# Functions of the Management Committee

### Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting, the Management Committee has:

#### the general control and management of the affairs, property and funds of the Association; and

#### the authority to interpret the meaning of the rules and any matter relating to the Association on which these rules are silent but any interpretation must have regard to the Act, including any regulation made under the Act.

### The Management Committee may exercise all the powers of the Association:

#### 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 b 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;

#### to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any pain 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 securities;

#### to invest in such manner as the members of the Association may from time to time determine;

#### to purchase, redeem or pay off any securities issued;

#### to mortgage or charge the whole or part of its property;

#### 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 securities issued.

### In relation to the Association premises, the Management Committee shall have the following powers:

#### to appoint, pay and dismiss any Manager, steward and other employees or contractors as it may deem necessary for the proper conduct and efficient control of the Association;

#### at any time, and from time to time, to determine, subject to the requirements of law, the hours during which the premises shall be open to members and to close the premises for such time to carry out cleaning, painting, repairs and alterations as it shall consider necessary;

#### to empower the stewards or employees to extinguish all lights at the appointed hour and report to the Management Committee any member who declines to leave the premises at such time;

#### to set aside any part of the premises as and when decided for any special meeting, function or other purpose by posting a notice of such decision in the premises and no member shall have the right of access to such area other than for the purpose prescribed and by payment of any fee charged for such meeting, function or purpose;

#### to prohibit the playing of any game forbidden by law or which may be considered injurious to the interests of the Association;

#### to display in the premises from time to time a notice listing prices to be paid for all games, meals, refreshments, cigarettes and other goods and amenities provided for the members;

#### to prohibit the selling of alcohol to persons under the age of 18 years; and

#### to preclude the payment to an officer or employee of the club of an amount by way of commission or allowance calculated by reference to the quantity of liquor sold or supplied by the club or the receipts of the club for such liquor.

### The duty of the Management Committee is to:

#### ensure there are appropriately qualified and motivated personnel with sufficient time to take on all positions in the Association required to ensure the proper conduct of the Associations sports and activities;

#### place volunteers into roles based on existing experience and skills and/or the potential to develop the skills required to fulfill the requirements of the position. No volunteer will be placed knowingly in a position or given a task that is beyond his or her known capabilities unless adequate support is provided;

#### to recognise the commitment and contribution of the volunteers according to the various volunteer policies and procedures adopted by the Association from time to time;

#### ensure that the differences and variances in usage and contributions are reflected in the users affiliation structures and fees.

### The duty of the Management Committee to the Individual members of the Management Committee is to ensure that:-

#### responsibility is shared equitably across all Management Committee members; and

#### if deemed necessary and appropriate, the individual members will be provided with the support and training required to complete the tasks required of their position.

# Acts not affected by defects or disqualifications

### An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.

### Rule 13(a) applies even if the act was performed when there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee.

# Sub committees

### 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. Any sub-committee so formed shall in the exercise of its powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

### Should the elected chairman at any sub-committee meeting not be present within ten minutes after the appointed time for holding the meeting, then the members present may choose one of their members to be Chairman of that meeting.

### A sub-committee may meet and adjourn as it thinks proper. 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.

### Each sub-committee so formed shall report its proceedings to the Management Committee as and when required by the Management Committee for ratification by it.

# Meeting of the Management Committee

### The management committee may meet and conduct its proceedings as it considers appropriate however, the management committee must meet at least once every 2 months to exercise its functions.

### The Management Committee must decide how a meeting is to be called and notice of a meeting is to be given in the way decided by the Management Committee.

### The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

### A committee member who participates in the meeting as mentioned in rule 14(c) is taken to be present at the meeting.

### A question arising at a Management Committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.

### A member of the Management Committee must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.

### Unless otherwise agreed, the president is to preside as chairperson at a Management Committee meeting.

### If there is no president or if the president is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

### If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.

### If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the committee:

#### the meeting is to be adjourned for at least 1 day; and

#### the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.

### If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

# Resolutions of Management Committee without meeting

### A written resolution signed by each member of the Management Committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

### A resolution mentioned in rule 16(a) may consist of several documents in like form, each signed by 1 or more members of the committee.

# Annual general meeting, general meetings and special general meetings

### The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

### Each subsequent annual general meeting must be held:

#### at least once each year; and

#### within 6 months after the end date of the Association's reportable financial year.

### The business to be transacted at every Annual General Meeting shall be:

#### the receiving of the Management Committee's reports and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;

#### the receiving of the auditor's report upon the books and accounts for the preceding financial year;

#### the election of members of the Management Committee;

#### if required by the Act, the appointment of an auditor or accountant for the financial year; and

#### any general business relating to the Annual General Meeting.

### The Secretary will convene a Special General Meeting:

#### when directed to do so by the Management Committee;

#### on the requisition in writing signed by not less than the number of full members of the association which equals double the number of members presently on the Management Committee plus one; or

#### on being given a notice in writing of an intention to appeal against the decision of the Management Committee to terminate the membership of any person.

### On receipt of the requisition to convene a Special General Meeting the Secretary shall within seven (7) days notify in writing each financial member in the classes of membership entitled to vote of the date, time and location of such meeting and the reason for calling same. The date of such meeting to be fixed not less than 14 days and not more than 28 days from the receipt by the Secretary of such request.

### 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 one.

### 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.

### If within half an hour from the appointed time for the commencement of a general meeting a quorum is not present the meeting will lapse excepting in the case of the Annual General Meeting in which case the meeting will stand adjourned to the same day in the next week at the same time 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 half an hour from the appointed time for the meeting the members present shall be a quorum.

### Unless otherwise provided by these Rules, at every General Meeting:

#### the Chairman shall maintain order and conduct the meeting in a proper and orderly manner;

#### every question, matter or resolution shall be decided by a majority of votes of the members present;

#### every member present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote. Provided that no member shall be entitled to vote at any General Meeting if his annual subscription was not current prior to the day of the meeting; and

#### voting shall be by show of hands unless not less than one fifth of the voting members demand a ballot. The Chairman shall appoint two members to conduct the secret ballot in such a manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.

# Minutes of management and general meetings

### 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 specifically used for the purpose, to be open for inspection at all reasonable times by a financial member who previously applies to the Secretary for that inspection.

### 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 Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting. Provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

# Proxies

### An instrument appointing a proxy must be in writing and be in the following or similar form:

[*Name of association*]:

I, of , being  
a member of the association, 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 of the meeting.

Signed this day of 20 .

Signature

### The instrument appointing a proxy must:

#### if the appointor is an individual, be signed by the appointor or the appointor's attorney properly authorised in writing; or

#### if the appointor is a corporation, be under seal or be signed by a properly authorised officer or attorney of the corporation.

### A proxy may be a member of the Association or another person.

### The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

### Each instrument appointing a proxy must be given to the Secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote.

### Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers appropriate.

### If a member wants a proxy to vote for or against a resolution, the instrument appointing the proxy must be in the following or similar form:

[*Name of association*]:

I, of , being  
a member of the association, 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 of the meeting.

Signed this day of 20 .

Signature

This form is to be used \*in favour of/\*against [*strike out whichever is not wanted*] the following resolutions—

[*List relevant resolutions*]

# By laws

The Management Committee may from time to time make, amend or repeal by laws, not inconsistent with these Rules, for the internal management of the Association and any By Law may be set aside by a General Meeting of members.

# Alteration of rules

### Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

### However an amendment, repeal or addition is valid only if it is registered by the chief executive.

# Common seal

The Management Committee shall obtain a Common Seal and provide for its safe custody. 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

### The fund of the association shall be banked in the name of the Association in such bank or financial institution as the Management Committee may from time to time direct.

### 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.

### All monies shall be banked as soon as practicable after receipt thereof.

### All electronic payments are to be approved by the Management Committee.

### Cheques shall be crossed “not negotiable” except those in payment for wages, allowances or petty cash recoupment which may be open.

### The Office Bearers shall be allowed a Petty Cash allowance as decided by the Management Committee and transactions conducted with petty cash shall be recorded in a Petty Cash Book kept for that purpose.

### All expenditure shall be approved or ratified at a Management Committee meeting.

### As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of:

#### the income and expenditure of the financial year just ended; and

#### the assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.

### All such statements shall be examined by the Auditor who shall present his report upon such audit to the secretary prior to the holding of the Annual general Meeting.

### The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper rent for premises demised or let to the Association.

# Documents

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

# Financial year

The financial year of the association shall close on 30th June each year.

# Guests of members

Any guest of a financial member shall not be supplied with liquor in the Association premises unless on the invitation and in the company of a member. Guests must be accompanied by a member at all times. The names and addresses of all such guests shall be recorded by the Secretary in a book kept for that purpose and be signed by the member introducing the guest.

# Payment of charges incurred

Every member shall pay all charges incurred by him or her on his or her own account for any visitor introduced by him or her before leaving the Association premises and no member shall be entitled to credit except as the Management Committee may from time to time determine.

# Removal of association property

No member of the Association shall remove from the Association premises without prior approval of the Management Committee any item of property of the Association and any member or visitor introduced by him or her who shall injure, damage or destroy any Association property shall upon demand pay all costs of repairs and restoration at the request of the Management Committee. The member shall immediately on demand pay all costs not paid by his or her visitor.

# Association employees, servants and agents

Unless authorised in writing by the Management Committee, no member shall have any control over nor reprimand any employee, servant or agent of the Association but shall address any complaint in writing to the Secretary for the decision of the Management Committee.

# Members conduct

Any member or visitor infringing these Rules or whose conduct in the opinion of the Management Committee or any member is prejudicial to the interests of the Association, shall be liable to immediate removal from the association premises on the authority of the Management Committee in addition to any other penalty set out in these Rules.

# Distribution of surplus assets

If the Association shall be wound up in accordance with the provisions of the *Associations* *Incorporation Act 1981*, and there remains, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall be not paid or distributed among the members of the Association, but shall be given or transferred to some other Association or institution having objects similar to the objects of this Association 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 . Such Association or institution is to be determined by the members of the Association.