

WINDANSEA BOARDRIDERS
CLUB

CONSTITUTION

INDEX

WINDANSEA BOARDRIDERS CLUB

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WindanSea Boardriders Club

1. NAME

The name of the Association shall be the "WindanSea Boardriders Club" (herein after called the Association).

2. OBJECTS

The objects for which the Association is established are:-

- (a) To promote the sport of surfing, surf sailing and each and every other branch or category past, present or future of the sport of surfing and to provide assistance to maintain, enhance, or improve the dignity, image, safety or enjoyment thereof.
- (b) To hold and arrange surfing and other athletic contests, sporting events, trials and competitions and provide or contribute towards the provision of prizes, awards and distinctions.
- (c) To actively support the preservation and conservation of the environment, and to join with or affiliate with bodies or organisations concerned with the conservation and preservation of the environment.

3. POWERS

The powers of the Association are:-

- (a) To take over the funds or other assets and the liabilities of the present unincorporated association known as the "WindanSea Surf Club";-
- (b) To subscribe to, become a member of and co operate 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 its property among its members to an extent at least as that imposed on the Association under or by virtue of Rule 21 (12);
- (c) In furtherance of the objects of the Association 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's premises;
- (d) To purchase, take on, lease, or in exchange, hire and otherwise acquire any lands, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association provided that in case of 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 matter as is allowed by law having regard to such trusts;
- (e) To enter in to any arrangements with any Government or Authority that are incidental or conducive 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;
- (f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and any other persons as may be necessary or convenient for the purposes of the Association;
- (g) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;

4. CLASSES OF MEMBERS

Following are the Classes of Members of the Association-

(i) Patron; (ii) Honorary; (iii) Life Member; (iv) Associate Members; (v) Ordinary Affiliated Member. Life members and Ordinary members shall be the only classes of members that are eligible to vote and hold office within the association.

(i) The patron shall be elected at a general meeting and shall be a person vitally interested in the sporting and surfing and shall be one (1) person only.

(ii) The honorary members shall be appointed from time to time by the executive committee and shall be unlimited.

(iii) The life members shall be elected by the executive committee and shall be unlimited.

(iv) Associate members shall be members designated by the committee from time to time to be in a special category separate from any of the other classes of members and shall be unlimited.

(v) The ordinary members shall be all other members including those members of area associations which have affiliated with the Association and shall be unlimited.

5. MEMBERSHIP.

(1) Every person at the date of incorporation of the Association was a member of the unincorporated association and who on or before the day of incorporation, agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association. Every member of the Association who previously to his agreeing to become a member of the Association has paid his subscriptions due on the 1st day of April 98, shall not be required to pay any further subscription until the next due date for the subscription.

6. MEMBERSHIP FEES

(1) The membership fees for each class of membership shall be such a sum as the members shall from time to time at any general meeting so determine.

(2) The membership fees for each class of membership shall be payable at such time and in such manner as the Executive Committee shall from time to time determine.

7. ADMISSION AND REJECTION OF MEMBERS

(1) At the next meeting of the Executive Committee after the applicant has attended three (3) Club Meetings and also attended three (3) Club Contest Meetings and the receipt of an application and the fee applicable for any class of membership, such application shall be considered by the Executive Committee, who shall thereupon determine upon the admission or rejection of the applicant.

(2) Any applicant who receives a majority of the votes of the members of the Executive Committee present at the meeting at which such application is being considered shall be accepted to the class of membership applied for.

(3) Upon the acceptance or rejection of an application for any class of membership, the secretary shall forthwith give the applicant notice in writing of such acceptance.

8. TERMINATION OF MEMBERSHIP

(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:-

- (i) Is convicted of an indictable offence
- (ii) Fails to comply with any of the provisions of these rules; or
- (iii) Has membership fees in arrears for a period of two months or more; or
- (iv) Conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Executive 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 and if the Executive Committee resolves to terminate his membership It shall instruct the secretary to advise the member in writing accordingly.

PROCESS OF TERMINATION

If any member shall wilfully refuse or neglect to comply with the provisions of the memorandum of Articles of Association or shall be guilty of any conduct which in the opinion of the Committee is unbecoming of a member or prejudicial to the interests of the Association, the Committee shall have the power to expel the member from the Association provided that at least one week before the meeting of the Committee at which a resolution for his expulsion is passed, the member shall have had notice of such meeting and of what is alleged against him and of the intended resolution for his expulsion that he shall at such meeting and before the passing of such a resolution have had an opportunity of giving orally or in writing any explanation of defence he may think fit and provided further that any such member may by notice in writing lodge with the Secretary at least twenty-four hours before the time for holding the meeting at which resolution for his expulsion is to be considered by the Committee elect to have the question of his expulsion dealt with by the Association in general meeting and in the event an extraordinary general meeting of the Association shall be called for the purpose and if at the meeting a resolution for the expulsion of the member, be passed by a majority of two thirds of those present and voting (such vote to be taken by ballot) the member shall be expelled.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

(1) 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 Executive Committee.

(2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Executive 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. The appeal shall be determined by the vote of the members present at such meeting.

(3) Where a person whose application is rejected, does not appeal against the decision of the Executive Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

(1) The Executive 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 and respective name of the Affiliated Association.

(2) Particulars shall also be entered into the Register of death, resignations, terminations and reinstatement's of membership and any further particulars as the Executive 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 applied to the secretary for such inspection.

11. MEMBERSHIP OF THE EXECUTIVE COMMITTEE

(1) The executive Committee of the Association shall consist of a President, Vice President, Secretary, Treasurer, 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. Any other member of the Association that may be voted in to the Executive Committee excluding the President, Vice President, Secretary, Treasurer must be voted into the Executive Committee by 2/3 of the majority within the Executive Committee.

(2) At the annual general meeting of the of the Association, all the members of the Executive for the time being shall retire from office, but shall be eligible upon nomination for re-election.

(3) The election of officers and other members of the Executive Committee shall take place in the following manner:-

(a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Executive Committee;

(b) The nomination, which shall be in writing and signed by the member and proposer and seconder, shall be lodged with the secretary at least fourteen days before the annual general meeting at which the election is to take place;

(c) 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 seven days immediately preceding the annual general meeting;

(d) 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;

(e) Should, at the commencement of such meeting, there be insufficient number of candidates nominated, nominations may be taken from the floor of the meeting;

(4)(a) Any member of the Executive Committee may resign from membership of the Executive 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.

(b) The question of removal shall be determined by the vote of the members present at such a general meeting.

(c) There is no right of appeal against a members removal from office under this section.

12. VACANCIES ON THE EXECUTIVE COMMITTEE

(1) The Executive Committee shall have the power at any time to appoint any member of the Association to fill any casual vacancy on the Executive Committee until the next annual general meeting.

(2) The continuing members of the Executive Committee may act notwithstanding any casual vacancy in the Executive Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Executive Committee, the continuing number of members may act for the purpose of increasing the number of members of the Executive Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

13. FUNCTIONS OF THE EXECUTIVE COMMITTEE

(1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Executive Committee:-

(a) Shall have the general control and management of the administration and affairs, property and funds of the Association:- and

(b) Shall have the authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

(2) The Executive Committee may exercise all the powers of the Association:-

(a) 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;

(b) 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 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

(c) To invest in such manner as the members of the Association may from time to time determine.

POWERS AND DUTIES OF THE COMMITTEE

The business of the Association shall be managed by the Committee who may pay all expenses in promoting and registering the Association and make such regulations as it thinks fit to control the conduct of the members and may exercise all such powers of the Association as are not, nevertheless to any of these regulations to the provisions of the Act, and to such regulations, being not inconsistent with the aforesaid regulations or provisions, as may be prescribed by the Association in General Meeting; but no regulation made by the Association in General Meeting shall invalidate any prior act of the Committee which would have been valid if that regulation had not been made. The Committee may exercise all the powers of the Association to borrow money and to mortgage or change 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.

All cheques, promissory notes, drafts, bills of exchange and other negotiable instruments and all receipts for money paid to the Association, shall be signed, drawn, accepted, endorsed or otherwise executed, as the case may be, by any two of the following Officers of the Committee, - The President, Vice President, Secretary and Treasurer or in any other manner as the Committee from time to time determines.

The Committee shall cause minutes to be made:-

- (I) of all appointments, Of Officers and Servants.
- (II) of names of members of the Committee present at all Meetings of the Association and of the Committee;
- and
- (III) of all proceedings at all meetings of the Association and of the Committee.

Such minutes shall be signed by the Chairman of the Meeting at which the proceedings were held or by the Chairman of the next succeeding meeting.

14. MEETINGS OF THE EXECUTIVE COMMITTEE

(1) The Executive Committee shall meet at least once every calendar month to exercise its functions.

(2) A special meeting of the Executive Committee shall be convened by the Secretary on the requisition in writing signed by not less than one third of the members of the Executive 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.

(3) At every meeting of the Executive Committee a simple majority of a number equal to the number of members elected and/ appointed to the Executive Committee as at the close of the last general meeting of the members, shall constitute a quorum.

(4) Subject as previously provided in this rule, the Committee may meet together and regulate its proceedings as it thinks fit: provided that questions arising at any meeting of the Executive Committee shall be decided by a majority of votes and, in the case of an equality of votes, the Chairman shall have the casting vote.

(5) A member of the Executive 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.

(6) Not less than fourteen days notice shall be given by the Secretary to members of the Executive Committee of any special meeting of the Executive Committee. Such notice shall clearly state the nature of the business to be discussed thereat.

(7) The President shall preside as Chairman at every meeting of the Executive Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.

(Meetings of the Executive Committee cont)

(8) If within half an hour from the time appointed for the commencement of an Executive Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Executive Committee shall lapse. In any 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 places as the Executive 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.

SUB-COMMITTEE.

(1) The Executive Committee may delegate any of its powers to a sub committee consisting of such members of the Association as the Executive Committee thinks fit. Any Sub Committee so formed shall exercise the powers so delegated and conform to any regulations that may be imposed on it by the Executive Committee.

(2) A sub committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chairman of the meeting.

(3) 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 by the President who has the casting vote.

All acts done by the meeting of the Executive Committee or of a sub committee or by any person acting as a member of the Executive Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Executive Committee or persons acting as aforesaid, or that the members of the Executive Committee or any of them were disqualified, be valid as if every such person had been duly appointed and was qualified to be a member of the Executive Committee.

A resolution in writing signed by all members of the Executive Committee for the time being entitled to receive notice of a meeting of the Executive Committee shall be as valid and effectual as if it had of been passed at a meeting of the Executive Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Executive Committee.

15. DUTIES OF OFFICERS

President or Chairman

The President or Chairman "if possible" shall preside at all General and Special General Meetings of the Association and of any Committee formed and shall see that the business is conducted in a proper manner. He may at his discretion and shall at the request of three members of the Committee call meetings of the Committee and generally seek to ensure the well being and pursuit of the objects of the Association. He has the power to give a casting vote in addition to his ordinary vote when voting is equal. He shall on written requisition of at least three members of the executive committee call a Special General Meeting to discuss the business contained in such requisition. Notice of such General Meeting shall be given in the manner hereinafter provided.

Vice-President

The Vice-President "if possible" shall assist the President at all Meetings of the Association and in the absence of the President at a Meeting he shall occupy the Chair and conduct the business. He shall perform all the duties of the President to the best of his ability in the event of the President being absent or incapacitated.

(Duties of Officers cont)

Secretary

The Secretary "if possible" shall attend all Meetings, receive all correspondence and answer such questions as may be asked in accordance with the rules of the Association. He shall keep on file all correspondence. The Association at a General Meeting may remove the Secretary from his office. He shall keep a complete register of all members, those who have resigned and/or otherwise and shall present reports of the same when required by the Association to do so. At all Meetings he has the right to vote.

Treasurer

The Treasurer "if possible" shall keep a correct account of all monies received and expended by him and attend all Meetings. He shall pay monies received into the Associations bank account. He shall annually produce a cash statement and balance sheet to be presented at a General Meeting, the same to be duly audited. The Association at a Special General Meeting may remove the Treasurer from his office. At all meetings he has the right to vote "except" in the appointment of the Auditor. TO produce a statement of the cash transactions and of the financial position of the Association including the bank balance at each meeting of the Executive.

16. AUDIT

An Auditor shall examine the books, accounts, receipts, balance sheet and other financial records of the Association, twice a year. The Auditor shall prepare his report and present it to the Annual General Meeting of the Association.

17. ANNUAL GENERAL OR GENERAL MEETINGS

The first General Meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Executive Committee shall determine.

- (1) The Annual General Meeting shall be held in August of each year if possible, but not later than three months of the close of the financial year.
- (2) The business to be transacted at every annual general meeting shall be:-
 - (a) The receiving of the Executive Committee's report 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;
 - (b) The receiving of the Auditor's report upon the books and accounts for the preceding financial year;
 - (c) The election of members of the Executive Committee;
 - (d) And the appointment of an Auditor.

17.1. The Secretary shall convene a special General Meeting:-

- (a) When directed to do so by the Executive Committee
- Or
- (b) On the requisition in writing signed by not less than one third of the members presently on the executive Committee or not less the number of ordinary members of the Association which equals double the number of members on the Executive Committee plus one. Such requisition shall clearly state the reason why such special General Meeting is being convened and the nature of the business to be transacted thereat; or
 - (c) On being given a notice in writing of an intention to appeal against the decision of the executive committee to reject an application for membership or to terminate the membership of any person.

(Annual or General Meetings cont)

17.2. (1) At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the executive committee plus one.

(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. For the purposes of this rule "member" includes a person attending as a proxy or representing a corporation which is a member.

(3) 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 executive committee or the Association, shall lapse. 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 Executive Committee, 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.

(4) The President 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. When a meeting as adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

(5) 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.

17.3. (1) The Secretary shall convene all general meeting of the association by giving not less than fourteen days notice of any such meeting to the members of the association.

(2) The manner by which such notice shall be given shall determined by the executive committee: Provided that 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 executive committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

17.4. Unless otherwise provided by these rules, at every general meeting:

(1) The president shall preside as chairman, or if there is no president, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be chairman of the meeting;

(2) The chairman shall maintain order and conduct the meeting in a proper and orderly manner;

(3) Every question, matter or resolution shall be decided by a majority of votes of members present;

(4) Every member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting;

(5) 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. The chairman shall appoint two members to conduct the secret ballot in such 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;

(6) 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 one vote and in a secret ballot every member present in person or by proxy or by attorney or duly authorised representatives shall have one vote;

(7) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be a member of the association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;

(Annual or General Meetings cont)

(8) 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:-

WindanSea

I _____ of _____ being a member
of the above named Association, hereby appoint _____ of _____
or failing him, _____ 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 _____
19_____
and at any adjournment thereof.

Signed this _____ day of _____

Signature

*against

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

Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit);

(9) 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 name in the instrument proposes to vote; and

(10) The secretary shall cause full and accurate minutes of all question, matters, resolutions and other proceedings of every executive committee meeting and general meeting to be entered into a book to be open for inspection at all reasonable times by any financial member who previously applied to the secretary for that inspection. For the purposes of insuring the accuracy of recording such minutes, the minutes of every executive committee 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 general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting or annual general meeting.

18. BY-LAWS AND STANDING ORDERS

(I) The executive committee may from time to time make, amend or repeal by-laws and standing orders 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.

(ii) General meetings shall be conducted in accordance with standing rules as prescribed by the committee from time to time.

19. ALTERATION OF RULES

Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Director General, Department of Consumer Affairs, Brisbane.

20. COMMON SEAL

The Executive Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Executive Committee and every instrument to which the Seal is affixed shall be signed by a member of the Executive Committee and shall be countersigned by the Secretary or by a second member of the Executive Committee or by some other person appointed by the Executive Committee for the purpose.

21. FUNDS AND ACCOUNTS

(1) The funds of the Association shall be banked in the name of the Association in such bank as the Executive Committee may from time to time direct.

(2) Property 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 monies shall be banked as soon as practicable after receipt thereof.

(4) All amounts of \$20.00 (twenty) or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Executive Committee.

(5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be "open".

(6) The Executive Committee shall determine the amount of petty cash which shall be kept on the imprest system.

(7) All elected and appointed officers incurring Committee expenses on the Associations behalf will be reimbursed on the submission of accounts for payments and receipts of incurred expenses.

(8) Any elected or appointed delegate/officer incurring expenses will be reimbursed for travel and accommodation for duties pertaining to the Associations business.

(9) All expenditure shall be approved or ratified at an Executive Committee meeting.

(10) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the 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 financial year.

(11) 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 next following the financial year in respect of which such audit was made.

(12) 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 of repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent premises demised or let to the Association.

22. DOCUMENTS

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

23. FINANCIAL YEAR

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

24. 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 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, 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 by virtue of rule 21(12), such institution or institutions to be determined by the members of the Association.

I hereby certify that this is a true and correct copy of the rules adopted by the members of the incorporated association

M Goodall
Mark Goodall
Treasurer

29/05/98
Date