



RULES OF INCORPORATION

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**RULES OF INCORPORATION OF THE
CARAVAN CLUBS OF QUEENSLAND INC.**

Name

The name of the Incorporated Association (in these rules called "the Association") shall be,

CARAVAN CLUBS OF QUEENSLAND INC.

Objects

1. The objects for which the Association is established are:-

- 1.1 To collect information of common interest and forward to affiliated caravan clubs throughout Queensland.
- 1.2 To provide a single channel of communication between such clubs and other organizations.
- 1.3
 - (a) To raise and accumulate funds for the day to day operations of the Association.
 - (b) To facilitate the organisation of State Rallies.
 - (c) To manage and distribute the funds raised at a State Rally.
 - (d) To manage accumulated funds to provide the operating capital, when Queensland hosts a National Caravan Rally.
- 1.4 To represent Caravan Clubs of Queensland Inc at meetings of the National Association of Caravan Clubs Ltd.
- 1.5 To do all things possible to enhance the enjoyment of caravanning for the Member Clubs.

Powers

- 2.
 - 2.1 The Association has the powers of an individual.
 - 2.2 The Association may for example-
 - (a) Enter into contracts; and
 - (b) Acquire, hold, deal with and dispose of property;
 - (c) Make charges for services and facilities it supplies; and
 - (d) Do other things necessary or convenient to be done in carrying out its affairs.
 - 2.3 The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.
 - 2.4 The Association may make donations for patriotic, charitable or community purposes.

Membership

- 3. 3.1 (a) Membership shall be open to incorporated caravan clubs in Queensland.
- (b) Each member club shall be represented by two (2) Member Club appointed Delegates at Delegates' (general) meetings of the Association.
- 3.2 The number of clubs shall be unlimited.

Membership Fees

- 4. 4.1 The membership fees shall be such sum as the Delegates shall, from time to time, at any Delegates' meeting, so determine.
- 4.2 The membership fees shall be payable within thirty (30) days of the close of the financial year of the Association.

Admission and Rejection of Members

- 5. 5.1 The Management Committee must consider an application for membership at the next committee meeting held after it receives-
 - (a) The application for membership; and
 - (b) The appropriate membership fee for the application.
- 5.2 The Management Committee must ensure that, as soon as possible after a club applies to become a member of the Association, and before the Management Committee considers the clubs application, the club is advised:
 - (a) That the Association has public liability insurance and,
 - (b) The fee for that insurance.
- 5.3 The Management Committee and Delegates must decide at the meeting whether to accept or reject the application.
- 5.4 If a majority of the Management Committee and Delegates present at the meeting vote to accept the Applicant Club as a member, the applicant must be accepted as a member.
- 5.5 The Secretary of the Association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

Termination of Membership

- 6. 6.1 A Member Club may resign from the Association by giving a written notice of resignation to the Secretary.
- 6.2 The resignation takes effect at-
 - (a) The time the notice is received by the secretary; or
 - (b) If a later time is stated in the notice – the later time.

- 6.3 The Management Committee may terminate a Club Membership if the Club:
- (a) Does not comply with any of the provisions of these rules; or
 - (b) Has membership fees in arrears for at least 2 months; or
 - (c) Conducts Club activity in a way considered to be injurious or prejudicial to the character or interests of the Association.
- 6.4 Before the Management Committee terminates a Club Membership, the Committee must give the member club a full and fair opportunity to show why the membership should not be terminated.
- 6.5 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 club a written notice of the decision.

Appeal against Rejection or Termination of Membership

7. 7.1 A club whose application for membership has been rejected, or whose membership has been terminated, may give the Secretary written notice of their intention to appeal against the decision.
- 7.2 A notice of intention to appeal must be given to the Secretary within 1 month after the person receives written notice of the decision.
- 7.3 If the Secretary receives a notice of intention to appeal, the Secretary must, within 1 month after receiving the notice, call a Delegates' meeting to decide the appeal.

Delegates' Meeting to Decide Appeal

8. 8.1 The Delegates' Meeting to decide an appeal must be held within 3 months after the Secretary receives the notice of intention to appeal.
- 8.2 At the meeting the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership terminated
- 8.3 Also, the Management Committee, and the members of the committee, who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership terminated.
- 8.4 An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- 8.5 If a club 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 club appeals but the appeal is unsuccessful, the Secretary must, as soon as practicable, refund the membership fee paid by the club.

Register of Members

9. 9.1 The Management Committee must keep a Register of members of the Association.
- 9.2 The register must include the following particulars for each member;
- (a) The full name of the club
 - (b) The name and residential address of the Club secretary

- (c) The date of admission as a member
 - (d) The date of the resignation of the club
 - (e) Details about the termination or reinstatement of membership
 - (f) Any other particulars the Management Committee or the Delegates at a meeting may decide.
- 9.3 The Register must be open for inspection by members of the Association at all reasonable times.
- 9.4 A member must contact the Secretary to arrange an inspection of the Register.

Prohibition on use of Members' Register

- 10.** 10.1 A member of the Association must not:
- (a) 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
 - (b) 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.
- 10.2 Sub-Rule (10.1) does not apply if the use or disclosure of the information is approved by the Association.

Appointment or Election of Secretary

- 11.** 11.1 The Secretary must be an individual residing in Queensland, or in another state but not more than 65km from the Queensland border, who is-
- (a) A Delegate of a Member Club of the Association elected by the Delegates as Secretary; or
 - (b) Any of the following persons appointed by the Management Committee as Secretary.
 - (i) A member of the Association's Management Committee;
 - (ii) Another member of a Member Club of the Association;
 - (iii) Another person.
- 11.2 If a vacancy happens in the Office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected to the Association within 1 month after the vacancy occurs.
- 11.3 If the Management Committee appoints a person mentioned in sub-rule (11.1) (b) (ii) as Secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a member of the Management Committee.

- 11.4 However, if the Management Committee appoints a person mentioned in sub-rule (11.1) (b) (ii) as Secretary to fill a casual vacancy on the Management Committee, that person becomes a member of the Management Committee.
- 11.5 If the Management Committee appoints a person mentioned in sub-rule (11.1) (b) (iii) as Secretary, that person does not become a member of the Management Committee.
- 11.6 In this rule “*casual vacancy*”, on a Management Committee, means a vacancy that happens when an elected member of that Committee resigns, dies or otherwise stops holding office.

Removal of Secretary

12. 12.1 The Management Committee of the Association may at any time remove a person appointed by the Committee as the Secretary.
- 12.2 If the Management Committee removes a Secretary who is a person mentioned in rule (11.1) (b) (i), the person remains a member of the Management Committee.
- 12.3 If the Management Committee removes a Secretary who is a person mentioned in rule (11.1) (b) (ii) and has been appointed to a casual vacancy on the Management Committee under rule 11.5, the person remains a member of the Management Committee.

Functions of Secretary

13. 13.1 The Secretary’s functions include, but are not limited to-
- (a) Calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and;
 - (b) Keeping minutes of each meeting; and
 - (c) Keeping copies of all correspondence and other documents relating to the Association; and
 - (d) Maintaining the Register of Members of the Association.

Membership of Management Committee

14. 14.1 The Management Committee (of the Association) consists of a President, Vice President, Secretary, Treasurer and Committee Members.
- 14.2 Members of the Management Committee must be a financial member of an affiliated club.
- 14.3 At each Annual General Meeting of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.
- 14.4 A Delegate of a Member Club may be appointed to a casual vacancy on the Management Committee under rule 18.1.

Electing the Management Committee

15. 15.1 The Management Committee consists of a President, Vice President, Secretary, Treasurer and Committees Members. A member of the Management Committee may only be elected as follows-

- (a) Any 2 financial members of the Association may nominate another financial member (the candidate) to serve as a member of the Management Committee;
 - (b) The nomination must be-
 - i) In writing; and
 - (ii) Signed by the candidate and the members who nominated him or her; and
 - (iii) Given to the Secretary at least 14 (fourteen) days before the Annual General Meeting at which the election is to be held;
 - (c) Each Delegate 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.
 - (d) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- 15.2 A person may be a candidate only if the person-
- (a) Is an adult; and
 - (b) Is not ineligible to be elected as a member under section 61a of the act.
- 15.3 A list of candidate's names in alphabetical order, with the names of the members who nominated each candidate, must be provided to all Club Secretaries and Delegates, at least 14 days preceding the meeting.
- 15.4 If required by the Management Committee, balloting lists must be prepared, containing the names of the candidates in alphabetical order.

Resignation, removal or vacation of Office of Management Committee

- 16.**
- 16.1 A member of the Management Committee may resign from the committee by giving written notice of resignation to the Secretary.
 - 16.2 The resignation takes effect at-
 - (a) The time the notice is received by the Secretary; or
 - (b) If a later time is stated in the notice.
 - 16.3 A Committee Member may be removed from office at a Delegates' Meeting of the Association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
 - 16.4 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,
 - 16.5 A member has no right of appeal against their removal from office under this rule.
 - 16.6 A member immediately vacates the Office of the Member under the circumstances mentioned in section 64(2) of the act.

Vacancies on Management Committee

- 17.** 17.1 If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another Delegate of a Member Club of the Association to fill the vacancy until the next Annual General Meeting.
- 17.2 The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.
- 17.3 However, if the number of committee members is less than the number fixed under rule 14.1 as a quorum of the Management Committee, the continuing members may only act to-
- (a) Increase the number of management committee members to the number required for a quorum; or
 - (b) Call a Delegates' Meeting of the Association.

Functions of the Management Committee

- 18.** 18.1 Subject to these rules or a resolution of the Association carried at a Delegates' Meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Association.

Note-

The act prevails if the Association Rules are inconsistent with the Act- see Section 1b of the Act.

- 18.3 The Management Committee may exercise the powers of the Association-
- (a) To borrow, raise or secure payment of amounts in a way the members of the Association decide; and
 - (b) To secure the amounts mentioned in paragraph (a) 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, including by the issue of Debentures, (perpetual or otherwise) charged upon the whole or part of the Association's property, both present and future; and
 - (c) To purchase, redeem or pay off any Securities issues; and
 - (d) To borrow amounts from members and pay interest on the amounts borrowed and;
 - (e) To mortgage or charge the whole or part of its property; and
 - (f) To issue Debentures and other Securities, whether outright or as security for any debt, liability or obligation of the Association; and
 - (g) To provide and pay off any Securities issued; and
 - (h) To invest in a way the members of the Association may from time to time decide.
- 18.4 For sub-rule (18.3) (d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by-

- (a) The financial institution for the Association; or
- (b) If there is more than 1 financial institution for the Association- the financial institution nominated by the management committee.

Meetings of the Management Committee

- 19.** 19.1 Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- 19.2 The Management Committee and the appointed Delegates from each affiliated club shall meet at least once every 2 months to exercise its functions.
 - (a) The Management Committee shall meet within 1 month of the Delegates' Meeting, (refer 18.1), to exercise its functions.
- 19.3 The Management Committee must decide how a meeting is to be called.
- 19.4 Notice of a meeting is to be given in the way decided by the Management Committee.
- 19.5 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.
- 19.6 A committee member who participates in the meeting as mentioned in sub-rule (5) is taken to be present at the meeting.
- 19.7 A question arising at the 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.
- 19.8 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 member's vote must not be counted.
- 19.9 The President is to preside as chairperson at a Management Committee meeting.
- 19.10 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 Vice President will chair the meeting, or if the Vice President is not present, the members may choose 1 of their number to preside as Chairperson at the meeting.

Quorum for and Adjournment of Management Committee meeting.

- 20.** 20.1 At a Management Committee meeting, more than 50% of the number of members elected to the committee as at the close of the last AGM Meeting, form a quorum.
- 20.2 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.
- 20.3 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-
 - (a) The meeting is to be adjourned for at least 1 day;
 - (b) The members of the Management Committee, who are present, are to decide the day, time and place of the adjourned meeting.

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

Special meeting of Management Committee

- 21.** 21.1 If the Secretary receives a written request signed by at least 33% of the members of the Management Committee, the Secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the Secretary receives the request.
- 21.2 If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.
- 21.3 A request for a special meeting must state-
- (a) Why the special meeting is called; and
 - (b) The business to be conducted at the meeting.
- 21.4 A notice of a special meeting must state-
- (a) The day, time and place of the meeting; and
 - (b) The business to be conducted at the meeting.
- 21.5 A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the Management Committee.

Minutes of Management Committee meetings

- 22.** 22.1 The Secretary must ensure those full and accurate minutes, of all questions, matters, resolutions and other proceedings of each meeting are stored electronically.
- 22.2 To ensure the accuracy of the minutes, the minutes of each meeting must be approved by the Chairperson of the meeting via email, to the Secretary, verifying their accuracy. Said minutes may then be forwarded to the Committee Members.

Appointment of Sub-Committees

- 23.** 23.1 The Management Committee may appoint a Sub-committee consisting of members of the Association considered appropriate by the Committee to help with the conduct of the Association's operations.
- 23.2 A member of the Sub-Committee who is not a member of the Management Committee is not entitled to vote at a Management Committee meeting.
- 23.3 A Sub-Committee may elect a Chairperson of its meetings.
- 23.4 If a Chairperson is not elected, or if the Chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be Chairperson of the meeting.
- 23.5 A Sub-Committee may meet and adjourn as it considers appropriate.

- 23.6 A question arising at a Sub-Committee Meeting is to be decided by the majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

Acts not affected by defects or disqualifications

24. 24.1 An act performed by the Management Committee, a Sub-Committee or a person acting as a member of the Management Committee is taken to have been validly performed
- 24.2 Sub-rule (1) applies even if the act was performed when-
- (a) There was a defect in the appointment of a member of the Management Committee, Sub-Committee or person acting as a member of the Management Committee: or
 - (b) Management Committee member, Sub-Committee member or a person acting as a member of the Management Committee was disqualified from being a member.

Resolutions of Management Committee without meeting

25. 25.1 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.
- 25.2 A resolution mentioned in sub-rule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

Annual General Meeting

26. 26.1 The Annual General Meeting shall be held within three (3) months of the close of the financial year.
26. 2 The business to be conducted at every Annual General Meeting.
- (a) Receiving the President's Annual Report
 - (b) Receiving the Association's Financial Statement and signed statement for the last reportable Financial Year;
 - (c) Presenting the Financial Statement and signed Statement to the meeting for adoption;
 - (d) Electing members of the Management Committee;
 - (e) Appointing an Auditor, an Accountant or an approved person for the present financial year.

Notice of Delegates' Meeting

27. 27.1 The Secretary may call a Delegates' Meeting of the Association.
- 27.2 The Secretary must give at least 14 days' notice of the meeting to each member of the Association.
- 27.3 The Management Committee may decide the way in which the notice must be given.

- 27.4 However, a notice of the following meetings must be given in writing-
- 27.5 (a) A meeting called to hear and decide the appeal of a person against the Management Committee's decision-
- (i) To reject the Club's membership of the Association;
 - (ii) To terminate the Club's membership of the Association;
- (b) A meeting called to hear and decide a proposed special resolution of the Association.
- 27.6 A notice of a general meeting must state the business to be concluded at the meeting.

Quorum for, and Adjournment of a Delegates' Meeting

- 28.** 28.1 The quorum for a Delegates' Meeting is at least the number of members elected or appointed to the Management Committee at the close of the Association's last general meeting plus 1.
- 28.2 However, if all members of the Association are members of the Management Committee, the quorum is the total number of members less 1.
- 28.3 No business may be conducted at a Delegates' Meeting unless there is a quorum of members when the meeting proceeds to business.
- 28.4 If there is no quorum within 30 minutes after the time fixed for a Delegates' Meeting called on the request of members of the Management Committee or the Association, the meeting lapses.
- 28.5 If there is no quorum within 30 minutes after the time fixed for a Delegates' Meeting called other than on the request of the members of the Management Committee or the Association-
- (a) The meeting is to be adjourned for at least 7 days; and
 - (b) The Management Committee is to decide the day, time and place of the adjourned meeting.
- 28.6 The Chairperson may, with the consent of any meeting at which there is a quorum and must, if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 28.7 If a meeting is adjourned under sub-rule (28.6) only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 28.8 The Secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 10 days.
- 28.9 If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

Procedure at Delegates' Meeting

- 29.** 29.1 A Delegate may take part and vote in a Delegates' Meeting in person, by proxy, or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- 29.2 A member who participates in a meeting as mentioned in sub-rule (29.1) is taken to be present at the meeting.
- 29.3 At each Delegates' Meeting:
- (a) The President is to preside as Chairperson; and
 - (b) If there is no President or if the President is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be Chairperson of the meeting; and
 - (c) The Chairperson must conduct the meeting in a proper and orderly way.

Voting at a Delegates' Meeting

- 30.** 30.1 At a Delegates' Meeting, each question or matter or resolution, other than a special resolution must be decided by a majority of votes of the Delegates present.
- 30.2 Each Delegate present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the Chairperson has a casting vote as well as a primary vote.
- 30.3 A member is not entitled to vote at a Delegates' Meeting if the Delegate's Club's annual subscription is in arrears at the date of the meeting.
- 30.4 The method of voting is to be decided by the Management Committee.
- 30.5 However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- 30.6 If a secret ballot is held, the Chairperson must appoint 2 members to conduct the secret ballot in the way the Chairperson decides.
- 30.7 The result of a secret ballot as declared by the Chairperson is taken to be a resolution of the meeting at which the ballot was held.

SPECIAL GENERAL MEETING

- 31** 31.1 The Secretary must call a special general meeting by giving each member of the Association notice of meeting within 14 days after:
- (a) Being directed to call the meeting by the Management Committee; or
 - (b) Being given a written request signed by-
 - (i) At least 33 % of the number of members of the Management Committee when the request is signed; or
 - (ii) At least the number of ordinary members of the Association equal to double the number of members of the Association on the Management Committee when the request is signed plus 1; or

(c) Being given a written notice of an intention to appeal against the decision of the Management Committee

(i) To reject an application for membership; or

(ii) To terminate a person's membership.

31.2 A request mentioned in sub-rule 33.1(b) must state-

(a) Why the special general meeting is being called; and

(b) The business to be conducted at the meeting.

31.3 A special general meeting must be held within 3 months after the Secretary-

(a) Is directed to call the meeting by the Management Committee; or

(b) Is given the written request mentioned in sub-rule 31.1(b); or

(c) Is given the written notice of an intention to appeal mentioned in sub-rule 31.1(c).

31.4 If the Secretary is unable or unwilling to call the special meeting, the President must call the meeting.

Proxies

32. 32.1 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

signed this _____ day of _____ 20

32.2 A proxy must be a member of the Association.

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

32.4 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 proposed to vote.

32.5 Unless otherwise instructed by the appointer, the proxy may vote as the proxy considers appropriate.

Minutes of Delegates' Meetings

33. 33.1 The Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Delegates' Meeting are stored electronically.

33.2 To ensure the accuracy of the minutes-

- (a) The minutes of each Delegates' Meeting must be approved by the Chairperson of the meeting, via email to the Secretary verifying accuracy; and
 - (b) The minutes of each Annual General Meeting must be signed by the Chairperson of the meeting, or the Chairperson of the next meeting of the Association that is a Delegates' Meeting or Annual General Meeting, verifying their accuracy.
- 33.3 If asked by a member of the Association, the Secretary must, within 28 days after the request is made-
- (a) Make the minutes for a particular Delegates' Meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) Give the member copies of the minutes of the meeting.
- 335.4 The Association may require the member to pay the reasonable costs of providing copies of the minutes.

By- Laws

- 34.** 34.1 The Management Committee may make amend or repeal By-laws not inconsistent with these rules, for the internal management of the Association.
- 34.2 A By-law may be set aside by a vote of members at a Delegates' Meeting of the Association.

Alteration of Rules

- 35.** 35.1 Subject to the act, these rules may be amended, repealed or added to by a special resolution carried at a Delegates' Meeting.
- 35.2 However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive.

Common Seal

- 36** 36.1 The Management committee must ensure the Association has a common seal.
- 36.2 The common seal must be-
- (a) Kept securely by the Management Committee; and
 - (b) Used only under the authority of the Management Committee.
- 36.3 Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by-
- (a) The Secretary; or
 - (b) Another member of the Management Committee; or
 - (c) Someone authorised by the Management Committee.

Funds and Accounts' Recording

- 37.** 37.1 The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Management Committee.
- 37.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 37.3 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 37.4 A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer.
- 37.5 A payment of \$100 or more made by cheque or electronic funds transfer must be signed/authorised by any 2 of the following:
- (a) The President;
 - (b) The Secretary;
 - (c) The Treasurer;
 - (d) Any 1 of 3 other members of the Association who have been authorised by the Management Committee to sign cheques issued by the Association.
- 37.6 However, 1 of the persons who signs the cheque must be the President, the Secretary or the Treasurer.
- 37.7 Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- 37.8 A Petty Cash account must be kept on the Impress System, and the Management Committee must decide the amount of Petty Cash to be kept in the account.
- 37.9 All expenditure must be approved or ratified at a Management Committee meeting.

General Financial Matters

- 38.** 38.1 On behalf of the Management Committee, the Treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- 38.2 The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

Documents' Management

- 39** The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

Financial Year

- 40.** The financial year of the association shall close on the last day of January each year.

Distribution of Surplus Assets

- 41.** 41.1 This rule applies if the Association-
- (a) Is wound-up under part 10 of the act; and
 - (b) Has surplus assets.
- 41.2 The surplus assets must not be distributed among the Member Clubs of the Association.
- 41.3 The surplus assets must be given to another entity-
- (a) Having objects similar to the Association's objects; and
 - (b) The rules of which prohibit the distribution of the entity's income and assets to its members.
- 41.4 In this rule – *surplus assets* see section 92(3) of the act.

Rules as adopted at General Meeting held 10 November 2014.

Secretary

