

# Constitution



OF THE

## **Miniature Train Club Gold Coast. Inc.**

**June 2009**

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## **1 Words and Expressions to Have Meaning in Act**

A word or expression that is not defined in these rules, but is defined in the Associations Incorporation Act 1981 has, if the context permits, the meaning given by the Act.

## **2 Name The name of the incorporated association shall be the:-**

**Miniature Train Club – Gold Coast Inc**

(in these rules called "the Club")

## **3 Objects**

The objects are:

1. To bring together persons of the Gold Coast and surrounding Regions who have an interest in any aspect of Model Railways, in the endeavour to show that Model Railroading is Fun within a friendly helpful environment.
2. To encourage and develop members' skills and abilities within the hobby of Model Railroading.
3. To form close working relationships with other local and regional clubs and associations with objects altogether or similar to those of The Club, thus ensuring that the members are involved in reciprocal visits to other like minded clubs and associations and all events held by these organizations.
4. To become proactive in the promotion of Model railroading in scales, as determined by the Management Committee and/or members expressed in the Bylaws, on the Gold Coast and surrounding regions.
5. To form close relationships with the Media, Local and State Government so as to lift the profile of the hobby and in so doing gain support for any such financial grants that maybe available from time to time.
6. To promote local business that may offer sponsorship or discounts to the financial members.
7. For each member to achieve the ultimate feeling of success by giving any such assistance to another member without asking any such favour in return.
8. To be a non profit making organisation.
9. To be forward thinking as a group and where possible utilise modern technologies within the standards of Model Railroading.
10. To offer the participation of Members' partners, if they so wish, within the Club.
11. To display any layouts we own at exhibitions.
12. To meet regularly as detailed in the bylaws and encourage social aspects within the Club.

## **4 Powers**

1. The powers of the Club are:
2. to subscribe to, become a member and co-operate with any other association or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of The Club, but The Club shall not subscribe to or support with its funds any 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 Club under or by virtue of Rule; 29.10

3. to enter to any such arrangements with any Government or Authority that are incidental or conducive to the obtainment of the objects and the exercise of the powers of The Club;
4. to obtain from any such Government or Authority any rights, privileges and concessions which The Club may think desirable to obtain, and to carryout, exercise and comply with any such arrangements, rights, privileges and concessions:
5. to appoint, employ, remove or suspend such managers, clerks, secretaries, employees and other persons as may be necessary or convenient for the purpose of The Club;
6. to remunerate any person or body corporate for services rendered, and whether by way of brokerage or otherwise placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of The Incorporated Club or in the furtherance of its objects;
7. to invest and deal with money of The Club not immediately required in such manner as may from time to time be thought fit;
8. to take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
9. in furtherance of the objects of The Club to lend and advance money or give credit to any person or body corporate;
10. to borrow or raise money either alone or jointly with any other person or legal entity in such a manner as maybe sought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid with notes secured or unsecured, debentures or whole or any part of the incorporated Club's property or assets present or future and to purchase, redeem or pay off any such security.
11. to take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of The Club , in the shape of donations, annual subscriptions, or otherwise;
12. to print and publish any newspapers, periodical, books or leaflets that The Club may think desirable for the promotion of its objects;
13. in furtherance to the objects of The Club to purchase or otherwise acquire to undertake all or any part of the property, assets, liabilities, and engagements of any one or more of the incorporated associations with which The Club is so authorised to amalgamate;
14. in furtherance of The Club to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of The Club 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 Club under or by virtue of Rule, 29.10.
15. in furtherance of the objects of The Club to transfer all or part of any property, assets, liabilities and engagements of The Club to any one or more of the incorporated associations with which The Club is authorised to amalgamate;
16. to make donations for charitable or community purpose;
17. to do all other things as are incidental or inductive to the attainment of the objects and the exercise of the powers of The Club.

## 5 Classes of Membership

The membership of the Club shall consist of the following classes of members:

### 1. Ordinary Membership

Ordinary membership is for single persons or two adults who are in an established relationship. Couples membership is to be encouraged (to promote equality within the club). Ordinary membership will be offered to those members of the club as at 1<sup>st</sup> November 2018. Thereafter Associate members will be eligible to apply after a provisional

period of three years. Each person covered by membership as a couple shall each have the same rights and privileges as single members except that only one newsletter or other documentation will be supplied to the couple.

## 2. Associate Membership

Associate membership is for a single person or two adults who are in an established relationship. Couples membership is to be encouraged (to promote equality within the club). An Associate member will be eligible to apply for Ordinary Membership after a provisional period of three years. Voting rights and management committee positions are not open to Associate Members. All other rights and privileges are the same as for Ordinary Members. The Management Committee reserves the right to promote an Associate Member to Ordinary Membership based on participation and skillset at any time within the probation period.

## 3. Child Membership

There is no provision for children to become members before they attain 18 years of age. However, children may attend sessions as guests of their legal guardian members at the discretion of the Management Committee, and as such guests, are the responsibility of and under the care of that member.

## 4. Life Members

1. Life members may be appointed for outstanding services to and/or outstanding work for the Association over an appreciable period. They need pay no annual subscription to the Club.
2. The number of Life Members as in (a) above shall be limited to 1 per 12 ordinary members.
3. As aforesaid in (a) (b) above all Life Members shall be subject to all the provisions of the Association's Rules and shall enjoy all the privileges of the Ordinary Members plus the right to wear the Club's Logo with the words "Life Member" added.

# 6 Membership

1. Members are also to hold membership in The National Model Railroad Association (Australasian Region).
2. Every person who at the date of incorporation of the club was a member of the unincorporated club and who on or before a date fixed by the Management Committee for the purpose agrees in writing to become a member of the club shall be admitted by the Management Committee to the same class of membership of the club as that member held in the unincorporated club.
3. Every applicant for any class of membership of the Club (other than the members of the unincorporated club referred to in sub-rule (6.2)) shall be proposed by one member of the Club and seconded by another member. The application for membership shall be made in

writing, signed by the applicant and his proposer and seconder and shall be in such form as the Management Committee from time to time prescribes.

## **7 Membership Fees**

1. After incorporation, the Management Committee may at its discretion, apply a joining fee to new applications. To be detailed in the Club bylaws.
2. Annual fees will be set by the Management Committee from time to time, according to the requirements of the Club. To be detailed in the Club bylaws.

## **8 Admission and Rejection of Members**

1. At the next General Meeting after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee and presented to the General Meeting, 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 at the General Meeting present at the meeting at which such application is being considered shall be accepted as a member 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 or rejection.

## **9 Termination of Membership**

1. A member may resign from the Club 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. Any member who fails to pay the annual subscription within two months of it falling due, shall be deemed to have his membership forfeited, provided that a notice of such overdue subscription has been sent to the last known address.
3. In any other case, if a member –
  - a) is convicted of an indictable offence; or
  - b) fails to comply with any of the provisions of these Rules; or
  - c) conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Club as determined by the Management Committee, supported by the majority of members,
  - d) fails to carry out the work furthering the promotion and wellbeing of the Club against the express wishes of the Members and /or Management Committee
  - e) is absent from (3) three consecutive meetings without applying for and being granted leave.

- f) the Management Committee shall consider whether his/her membership shall be terminated.
- 4. With reference to items 2 (a), (b), (c) (d) & (e) above, the member concerned shall be given a full and fair opportunity of presenting his or her case and if the Management Committee resolves to terminate his or her membership it shall instruct the secretary to advise the member in writing accordingly.

## **10 Register of Members**

- 1. The Management Committee shall cause a register to be kept in which shall be entered the names, residential and postal address, Telephone contact , E-mail address and dates of entry, resignation or termination of each member.
- 2. The register will be kept by the Secretary and be available for inspection by the members at the address of the Secretary/Public Officer. A copy of this register may be kept by the Editor for distribution of Newsletters etc.
- 3. Membership number will be that which is issued by NMRA with a unique prefix selected at the discretion of the Management Committee.

## **11 Appeal against rejection or termination of membership**

- 1. A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the persons intention to appeal against the decision.
- 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.
- 3. If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after receiving the notice, call a general meeting to decide the appeal.

## **12 Membership of Management Committee**

- 1. The Management Committee of the Club shall consist of a President, Vice-President, Secretary, Treasurer and at the discretion of the Management Committee, a Publicity Officer, all of whom shall be members of the Club, and such number of other members as the members of the Club at any general meeting or Annual General Meeting may from time to time elect or appoint.
- 2. (2) At the annual general meeting of the Club, all the members of the Management Committee and sub-committees, and any other office bearers not members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election. A retiring President who is completing his fourth consecutive year shall not be eligible for re-election to that position for the next ensuing year. All other inaugural members of the Management Committee shall not be eligible for re election on completion of five consecutive years on the Management Committee. For subsequent members of the Management committee the maximum term shall revert to four years.
- 3. (3) No two members of the same family shall serve on the Management Committee at the same time.

4. (4) The election of officers, other members of the Management Committee and other office bearers not members of the Management Committee shall take place in the following manner -
- a) Any two members of the Club shall be at liberty to nominate any other member to serve as an officer and/or other member of the Management Committee, Sub-Committee or other office bearer not a member of the Management Committee;
  - b) The nomination, which shall be in writing and signed by the member and his or her 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 candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office ,usual place of meeting of the Club or a form of electronic notification for at least seven days immediately preceding the annual general meeting.
  - d) If a ballot is needed, ballot papers shall be distributed to each member present at the annual general meeting so they can write on the ballot paper the name of the candidate or candidates they are voting for. 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 an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
  - f) All positions, other than the Management Committee, shall be appointed by the Management Committee, with the confirmation of the members.

### **13 Resignation or Removal from Office of Member of Management Committee**

The office of a member of the Management Committee shall become vacant if:

- 1. Any member of the Management Committee resigns from their position 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 the later date; or
- 2. Being a member of the Management Committee is absent from three (3) or more consecutive meetings of the management committee without applying for and being granted leave; or
- 3. Ceases to be a member of the Club or becomes ineligible under these rules or the provisions of the Associations Incorporation Act 1981; or
- 4. Is removed from office at a general meeting of the Club where that member shall be given the opportunity to fully present the member's case. The question of removal shall be determined by the vote of the members present at such a general meeting. There is no right of appeal against a member's removal from office under this section.



## **14 Vacancies on Management Committee or any other Office**

1. The Management Committee or the majority vote of a general meeting shall have the power at any time to appoint any member of the Club to fill any casual vacancy on the Management Committee, Sub-Committee or office bearer not on the Management Committee until the next annual general meeting.
2. The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Club, but for no other purpose.

## **15 Functions of the Management Committee**

1. Except as otherwise provided by these Rules and subject to resolutions of the members of the Club carried at any general meeting the Management Committee -
  - a) shall have the general control and management of the administration of the affairs, property and funds of the Club; and
  - b) shall have authority to interpret the meaning of these Rules and any matter relating to the Club on which these Rules are silent.
2. The Management Committee may exercise all the powers of the Club -
  - a) to borrow or raise or secure the payment of money in such manner as the members of the Club 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 Club in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Club 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 Australia 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 Club, and to provide and pay off any such securities; and
  - c) to invest in such manner as the members of the Club may from time to time determine.

## **16 Meetings of Management Committee**

1. The Management Committee shall meet at least once every four months to exercise its functions. The committee must decide how a meeting is to be called. Notice of a meeting is to be given in the way decided by the committee.

2. A special meeting of the Management Committee shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
3. Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
4. A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Club in which the member is interested, or any matter arising there-of, and if the member does so vote the member's vote shall not be counted.
5. Not less than fourteen days notice shall be given by the secretary to members of the Management Committee of any special meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
6. The President shall preside as Chairperson at every meeting of the Management Committee, or if there is no President, or if at any meeting the President is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.
7. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.
8. At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.

## **17 Delegation of Powers of Management Committee**

1. Any of the powers of the Management Committee may be delegated to a sub-committee consisting of such members of the Club as the Management Committee thinks fit or as elected by a majority vote of members at a general meeting or Annual General Meeting. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee or by a majority vote of members at a general meeting or Annual General Meeting.
2. No Sub-Committee is to be appointed to continue beyond the next annual general meeting.

## **18 Acts Not Affected by Defects or Disqualifications**

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

## **19 Resolutions of Management Committee without Meeting**

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

## **20 First General Meeting**

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 Club, and at such place at the Management Committee may determine.

## **21 Subsequent Annual General Meetings**

1. The annual general meeting shall be held within six 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 Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Club for the last 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 Management Committee, Sub-Committees and office bearers not members of the Management Committee; and
  - d) the appointment of an auditor.

## **22 Special General Meeting**

The secretary shall convene a special general meeting -

1. when directed to do so by the Management Committee; or
2. on the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Club which equals double the number of members presently on the Management Committee

plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or

3. on being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

## **23 Quorum at General Meeting**

1. At any general meeting the number of ordinary members required to constitute a quorum shall be equal to the number of members presently on the Management Committee plus one.
2. No business shall be transacted at any general meeting unless a quorum of ordinary members is present at the time when the meeting proceeds to business. For purpose of this rule "member" includes a person attending as a proxy or as 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 Management Committee or the Club, 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 Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the ordinary members present shall be a quorum.
4. The chairperson may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting. 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.

## **24 Notice of General Meeting**

1. The secretary shall convene all general meetings of the Club by giving not less than 14 days' notice of any such meeting to the members of the Club.
2. The manner by which such notice shall be given shall be determined by the Management Committee: Wherever possible this will be through the Club newsletter. 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 or her membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

## 25 Procedure at General Meeting

Unless otherwise provided by these Rules, at every general meeting –

1. the President shall preside as Chairperson, or if there is no President, or if the President 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 Chairperson or if the Vice-President is not present or is unwilling to act then the ordinary members present shall elect one of their number to be Chairperson of the meeting;
2. the Chairperson 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 the ordinary members present;
4. every ordinary member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a casting vote: Provided that no member shall be entitled to vote at any general meeting if the member's 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 ordinary members present demand a ballot, in which event there shall be a secret ballot. The Chairperson shall appoint two ordinary members to conduct the secret ballot in such manner as the Chairperson shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded;
6. an ordinary member may vote in person or by proxy or by attorney and on a show of hands every person present who is an ordinary member or a representative of an ordinary member shall have one vote and in a secret ballot every ordinary member present in person or by proxy or by attorney or other duly authorised representative 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 appointor or of the appointor's attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorised. A proxy may but need not be an ordinary member of the Club. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
8. where it is desired to afford ordinary 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: -

The Club:

I, \_\_\_\_\_ of \_\_\_\_\_, being

An ordinary member of the **Miniature Train Club – Gold Coast**, hereby appoint

of \_\_\_\_\_, or failing him or her,

of \_\_\_\_\_, as

my proxy to vote for me on my behalf at the annual general meeting of the Club,

to be held on the                      day of                      , 20    , and at any adjournment thereof.

Signed this                      day of                      , 20

Signature.

This form is to be used

\*in favour of the resolution.

\* against

\* (Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote as the proxy 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 named in the instrument proposes to vote; and
10. the secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

## 26 By-Laws

The Management Committee or a majority vote of a General Meeting may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the club. Any by-law made by the Management Committee may be set aside by a general meeting of members.

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

## 28 Common Seal

The Management Committee shall provide for a Common Seal and 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

## 29 Funds and Accounts

1. The funds of the Club must be kept in the name of the Club in a financial institution decided by the Management Committee.
2. Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Club and the particulars usually shown in books of a like nature.
3. All moneys shall be deposited as soon as practicable after receipt thereof.
4. All amounts of one hundred dollars or over shall be paid by cheque signed or electronically transferred and authorised by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee.
5. Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupment which may be open.
6. The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
7. All expenditure shall be approved or ratified at a Management Committee meeting or by a majority vote of ordinary members at a General Meeting. Expenditure over \$10,000.00 requires the approval of the general voting membership to allow the committee to proceed in negotiations resulting in this expense.
  - a) Final signing of a major financial decision (such as a lease) requires the signature of two of the executive, President and Secretary or their nominated committee member on their absence.
8. 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 Club at the close of that year.
9. 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.
10. The income and property of the Club whencesoever derived shall be used solely in promoting 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 Club provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Club or otherwise owing by the Club to him or of remuneration to any officers or servants of the Club or to any member of the Club or other person in return for any services actually rendered to the Club 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 charges for goods hired by the Club or reasonable and proper rent for premises demised or let to the Club.

11. An asset register must be maintained for any layouts and other club property.

### **30 Documents**

The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Club. Any document held in electronic form must be backed up and held in a separate location.

### **31 Financial Year**

The financial year of the Club shall close on 30th June in each year,

### **32 Distribution of Surplus Assets**

If the Club 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 Club, 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 Club under or by virtue of rule 29 (10), such institution or institutions to be determined by the members of the Club.