

Redland Organic Growers  
Incorporated  
Constitution

# TABLE OF CONTENTS

1.	NAME.....	3
2.	OBJECTIVES.....	3
3.	POWERS.....	3
4.	MEMBERSHIP.....	6
4.1.	Classes of Members.....	6
4.2.	Membership Fees.....	6
4.3.	Admission and Rejection of Members.....	6
4.4.	Termination of Membership.....	7
4.5.	Appeal Against Rejection or Termination of Membership.....	8
4.6.	Register of Members.....	8
5.	MANAGEMENT COMMITTEE.....	9
5.1.	Members of the Management Committee.....	9
5.2.	Vacancies on the Management Committee.....	10
5.3.	Functions of the Management Committee.....	11
6.	MEETINGS.....	12
6.1.	Management Committee Meetings.....	12
6.2.	Annual General Meetings.....	13
6.3.	General Member Meetings.....	14
7.	BY-LAWS.....	17
8.	ALTERATIONS OF RULES.....	17
9.	COMMON SEAL.....	17
10.	FUNDS AND ACCOUNTS.....	17
11.	DOCUMENTS.....	19
12.	FINANCIAL YEAR.....	19
13.	DISTRIBUTION OF SURPLUS ASSETS.....	19

## **1. NAME**

The name of the incorporated association shall be REDLAND ORGANIC GROWERS INCORPORATED (in these rules called "the Association")

## **2. OBJECTIVES**

The objectives of the Redland Organic Growers Inc are:

1. To advance knowledge in organic gardening and farming and in other ecologically appropriate techniques and methods by enabling the sharing of skills and knowledge of members and invited speakers
2. To study and research into improved methods of organic farming and gardening
3. To foster public interest in organic gardening and farming
4. To promote organic agriculture and horticulture generally.

## **3. POWERS**

The powers of the Association are:

1. 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 scribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10).
2. 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.
3. To purchase, take or lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for purpose of, or capable of being conveniently used in connection with, any of the objects of the Association: provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts.
4. To enter into 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.

5. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workers and other persons as may be necessary or convenient for the Association.
6. 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.
7. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidize or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
8. To invest and deal with the money of the Association not immediately required in such a manner as may from time to time be thought fit.
9. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or Body Corporate.
10. In furtherance of the objectives of the Association to lend and advance money or give credit to any person or Body Corporate: to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person - or body corporate.
11. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any monies and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or other wise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay-off any such securities.
12. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

13. In furtherance of the objects of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
14. To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association from purchasers and others.
15. To take any gift of property whether subject to any special trust or not, for any one (1) or more of the objects of the Association but subject always to the proviso in sub-rule (4).
16. 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 Association, in the shape of donations, annual subscriptions or otherwise.
17. To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
18. In furtherance of the objects of the Association to amalgamate with any one (1) or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10).
19. In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
20. In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one (1) or more of the incorporated associations with which the Association is authorised to amalgamate.
21. To make donations for patriotic, charitable or community purposes.
22. To transact any lawful business in aid of the Government of Australia in the prosecution of any war in which the Government of Australia is engaged.
23. To do all such things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.

## 4. MEMBERSHIP

Membership shall be open to all persons who have an interest in organic gardening or agriculture.

### 4.1. *Classes of Members*

The membership of the Association shall consist of ordinary members, honorary members and life members.

- a) The number of ordinary members shall be unlimited.
- b) The number of honorary members shall be limited.
- c) The number of life members shall be limited.

### 4.2. *Membership Fees*

1. The membership fee for ordinary membership shall be such sum as determined by the members from time to time at any general meeting.
2. The membership fees for ordinary membership shall be payable at such time and in such manner as determined by the Management committee.

### 4.3. *Admission and Rejection of Members*

1. Ordinary membership shall be open to all persons and organizations interested in the aims and objectives of the Association.
2. An ordinary member shall be any person or organisation paying annual subscriptions.
3. **Single** - one (1) adult  
one (1) newsletter  
one (1) vote at all official meetings

**Family** - two (2) adults residing at the same address and any children under eighteen (18) years  
one(1) newsletter  
two (2) votes at all official meetings

**Life** - one(1)adult  
One (1) newsletter per address  
One (1) vote per life member

**Honorary or Reciprocal** - can be clubs or individuals  
one (1) Newsletter  
no voting rights

4. Application for membership shall be made on the prescribed form as may from time to time be determined by the committee.
5. Annual membership fee shall be determined at each Annual General Meeting for the following year.
6. The membership fees are renewed annually by the 30<sup>th</sup> January. Membership year is 1<sup>st</sup> January to 30<sup>th</sup> December. If not renewed by 30<sup>th</sup> January membership shall cease.
7. Life members shall be persons whose service to the Association in furthering its aims and objectives has earned such recognition and shall be entitled to all the privileges of members life members shall have the unanimous recommendation of the Management Committee and the approval of two-thirds (2/3) of the members present at a general meeting.
8. Honorary or Reciprocal members, can be clubs or individuals approved by the Management Committee. They will be entitled to no voting rights and will receive one newsletter per issue.
9. The Management Committee has the right to disallow any person or organisation from membership of the Association provided that notice of reason be given at the meeting of the Association following that decision and providing that such decision be ratified by that meeting.
10. 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.

#### **4.4. Termination of Membership**

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.

If a member-

- (i) is convicted of an indictable offence; or
  - (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 or herself in a manner considered to be injurious or prejudicial to the character or interests of the Association,
- the Management Committee shall consider whether his or her membership shall be terminated.

The member concerned shall be given a full and fair opportunity of presenting the member's case and if the Management Committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing

accordingly.

#### **4.5. Appeal against Rejection or Termination of Membership**

A person whose application for membership has been rejected or whose membership has been terminated may within one (1) month of receiving written notification thereof, lodge with the secretary written notice of intention to appeal against the decision of the Management Committee.

Upon receipt of a notification of intention to appeal against rejection or termination of membership, the secretary shall convene within three (3) months of the date of receipt by the secretary of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present the applicants case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.

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

#### **4.6. Register of Members**

The Management Committee shall cause a Register to be kept in which shall be entered the names and addresses of all members of the Association and the dates of their membership.

Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of memberships and any further particulars as the Management Committee or the members at any general meeting may require from time to time.

The Register shall be open for inspection at all reasonable times by any ordinary/life member previously applies to the secretary for such inspection.



## 5. MANAGEMENT COMMITTEE

### 5.1. *Members of the Management Committee*

The Management Committee of the Association shall consist of a **President, Vice President, Secretary, Treasurer, and 4 Committee Members**, all of whom shall be ordinary/life members of the Association. All other positions to be exofficio with no voting rights at an executive meeting.

The President will act as the Chair of each meeting of the Association  
If the President is absent from the meeting or unwilling to act then the Vice President will chair the meeting.

The Secretary shall ensure that records of the business of the Association are kept. These include:

- a) the rules
- b) register of members
- c) record of the office holders and any trustees of the Association
- d) minutes of all general and management committee meetings
- e) all correspondence.

The Treasurer shall:-

- a) be responsible for the receipt of all moneys paid to or received by the Treasurer on behalf of the Association and shall issue receipts for those moneys in the name of the Association;
- b) pay all moneys referred to in paragraph (a) into such account or accounts of the Association as the Committee may from time to time direct;
- c) make payments from the funds of the Association with the authority of a general meeting or of the Committee and in so doing ensure that all cheques are signed in accordance with clause 15;
- d) comply on behalf of the Association with sections 25 and 26 of the Act (Associations Incorporation Act 1987) in respect of the accounting records of the Association;
- e) whenever directed to do so by the President, submit to the Committee a report, balance sheet or financial statement in accordance with that direction;
- f) have custody of all securities, books and documents of a financial nature and the accounting records of the Association

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

The election of officers and other members of the Management Committee shall take place in the following manner:

- a) Any two (2) ordinary/life members of the Association shall be at liberty to nominate any other ordinary/life member to serve as an officer or other member of the Management Committee.
- b) The nomination which shall be in writing and signed by the ordinary/life

member and the ordinary/life member's proposer and seconder, shall be lodged with the secretary at least fourteen (14) 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 (7) days immediately preceding the annual general meeting.
- d) Balloting lists shall be prepared containing the names of the candidates in alphabetical order, and each ordinary/life 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 no candidate for a position, nomination of an ordinary/life member may be taken from the floor of the meeting.

Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the secretary but such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present the member's case. The question of removal shall be determined by the vote of the ordinary/life members present at such a general meeting.

Any member of the management committee or office bearer who is absent without a valid reason for two (2) consecutive months shall be deemed to have resigned from that position, and that position can be filled as a casual vacancy.

No member of the management committee will be appointed to any salaried office of the Association and no remuneration or any benefit in money or money's worth will be given by the Association to any member of the Management committee except for repayment of out-of-pocket expenses.

## **5.2. *Vacancies on the Management Committee***

The Management Committee shall have the power at any time to appoint any Ordinary / life member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.

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 Association, but for no other purpose.

### **5.3. *Functions of the Management Committee***

Except as otherwise provided by these Rules and Subject to resolutions of the ordinary/life members of the Association 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 Association; and
- b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.

The Management 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 ordinary/life members of the Association may from time to time determine.

## **6. MEETINGS**

### **6.1. *Management Committee Meetings***

The Management Committee shall meet at least six times each calendar year to exercise its functions.

The Management committee can meet face to face, by teleconference or by email.

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 (1/3) 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.

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.

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.

A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which the member is interested, or any matter arising thereout, and if the member does so vote the member's vote shall not be counted.

Not less than fourteen (14) 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.

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 (10) minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not at the meeting then the members may choose one of their number to be chairperson of the meeting.

If within half an hour (½hr) 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 (½hr) from the time appointed for the

meeting, the meeting shall lapse.

The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any subcommittee 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.

A sub-committee may elect a chairperson of its meetings. If no such chairperson is elected, or if at any meeting the chairperson is not present within ten (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson at the meeting.

A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present, and in the case of an equality of votes the question shall be deemed to be decided in the negative.

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.

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 (1) or more members of the Management Committee.

## **6.2. Annual General Meetings**

Member meetings will be held face to face.

The annual general meeting shall be held within three (3) months of the close of the financial year. The annual general meeting will usually be held at the August meeting each year.

The business to be transacted at every annual general meeting shall be:

- a) confirmation of minutes of the last AGM and any recent special general meeting
- b) 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 Association for the preceding financial year.
- c) the receiving of the auditors report upon the books and accounts for the

preceding financial year;

- d) the election of members of the Management Committee
- e) the appointment of an auditor

The Annual General Meeting shall be empowered to alter, amend, delete or add to the constitution or rules of the Association, provided that such an alteration, amendment deletion or addition shall be given in writing to the Secretary. The alteration, amendment, deletion or addition, to be effective must be approved by at least two thirds (2/3) of the members present at the meeting.

### **6.3. General Member Meetings**

A general member meeting shall be held at least six times each year.

At the AGM or any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one (1).

No business shall be transacted at any meeting unless a quorum of ordinary/life 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 as representing a corporation which is an ordinary/life member.

If within half (½hr) an hour from the time appointed for the commencement of the annual general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, shall lapse. Reports can be given and an invited speaker may present, but no business can be undertaken.

The secretary shall convene all member meetings of the Association by giving not less than fourteen (14) days notice of any such meeting to the members of the Association.

The manner by which such notice shall be given shall be determined by the Management 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 Management Committee, shall be given in writing – by post or by email. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

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

- a) the president shall preside as chairperson or if there is no president, or if the president is not present within fifteen (15) 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 members present shall elect one of their number to be chairperson of the meeting;

- b) the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- c) every question, matter or resolution shall be decided by a majority of votes of the ordinary/life members present;
- d) every ordinary/life member present shall be entitled to one (1) vote and in the case of an equality of votes the chairperson shall have a second or 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 (1) month in arrears at the date of the meeting;
- e) voting shall be by show of hands or a division of ordinary/life members, unless not less than one-fifth (1/5) of the members present demand a ballot, in which event there shall be a secret ballot. The chairperson shall appoint two (2) members to conduct a 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;
- f) an ordinary/life member may vote in person or by proxy or by attorney and on a show of hands every person present who is an ordinary/life member or a representative of an ordinary/life member shall have one (1) vote and in a secret ballot every ordinary/life member present in person or by proxy or by attorney or other duly authorised representative shall have one (1) vote;
- g) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of their 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 be 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;
- h) where it is desired to afford ordinary/life 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:-

REDLAND ORGANIC GROWERS INCORPORATED.

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

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

\* Strike out whichever is not desired.

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

- i) 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;
- j) 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.



## **7. BY-LAWS**

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

## **8. ALTERATIONS 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, rescission or addition is valid only if it is registered by the chief executive.

## **9. 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 and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

## **10. FUNDS AND ACCOUNTS**

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

Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

All moneys shall be banked as soon as practicable after receipt thereof.

Payments of \$100.00 or more must be made by cheque signed by any two (2) of the association members-(a) the President : (b) the Secretary : (c) the Treasurer : (d) member authorized by the management committee for the purpose.

Cheques shall be crossed " not negotiable" except those in payment of wages, a petty cash recoupment's which may be open.

The amount of petty cash on hand at any time shall be no more than \$300.00, determined from time to time by the management committee

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

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

- 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 of the Association at the close of that year.

All such statements shall be examined by the auditor who shall present a report upon such audit to the secretary prior to the holding of the annual general next following the financial year in respect of which such audit was made.

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 moneys advanced by him to the Association or otherwise owing by the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

## **11. DOCUMENTS.**

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

## **12. FINANCIAL YEAR.**

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

## **13. 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 be 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 on the Association under or by virtue of rule 28 (10), such institution or institutions to be determined by the members of the Association.