

CONSTITUTION  
OF

*Est.*



*The Bushmen*

*1886*



## **Contents**

Model Rules	3
Interpretation	3
Name	3
Objects	3
Powers	3
Membership	6
New Membership	6
Ordinary Member	7
Junior Member	7
Life Member	7
Honourary Member	8
Patron	9
Membership Fees	9
Admission and rejection of members	9
Termination of membership	10
Appeal against rejection or termination of membership	10
Register of members	11
Membership of management committee	11
Vacancies on management committee	12
Functions of the management committee	12
Meetings of management committee	13
Annual General or General Meetings	15
Special General Meeting	16
General meeting and forum	16
By-laws	18
Alteration of rules	18
Common seal	18
Funds and accounts	18
Documents	20
Financial year	20
Distribution of surplus assets	20

# **MUDGEERABA NERANG AND DISTRICTS' CRICKET CLUB INC**

## **MODEL RULES**

### **INTERPRETATION**

1. In these rules-

*Act* means the Associations Incorporation Act 1981.

2. A word of expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.
3. A decision of the Board/Committee on the construction or any rule, or any By-Law of the Club made pursuant to this Constitution or on any matter arising there from, shall be conclusive and binding on all members of the Club.

### **NAME**

4. The name of the incorporated association is **Mudgeeraba Nerang and Districts' Cricket Club Inc** (In these rules called "The association")

### **OBJECTS**

5. The objects of the association are;
  - (a) To promote and encourage the game of cricket.
  - (b) To afford its members all the usual privileges advantages and conveniences of the association.
  - (c) To affiliate with the Gold Coast and District Cricket Association and the Gold Coast District and Junior Cricket Association. Inc.
  - (d) Generally to do all such other acts as are incidental or conducive to the attainment of the above objectives and to the advancement of the support for cricket generally.

### **POWERS**

6. The powers of the association are:
  - (a) To subscribe to become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objectives are all-together or in part similar to those of the association provided that the association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property amongst its members to an extent at least as great

as that imposed on the association under or by virtue of rule 34(10)

- (b) In furtherance of the objectives 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.
- (c) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal and any rites and privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with any of the objects of the association.
- (d) 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 a manner as is allowed by law having regard to such trusts.
- (e) To enter into any arrangements with any Government or authority that are incidental or conducive to the attainment of the objectives and the exercise of the powers of the association; to obtain from any such Government or authority any rites, privileges or concessions which the association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rites, privileges and concessions.
- (f) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workman and other persons as may be necessary or convenient for the purposes of the association.
- (g) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objectives.
- (h) 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 associations interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- (i) To invest and deal with the money of the association not immediately required in such manner as may from time to time thought fit.

- (j) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate.
- (k) 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.
- (l) 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 moneys 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 otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated associations property or assets present or future and to purchase, redeem or pay off any such securities.
- (m) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- (n) In furtherance of the objectives 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 rites of the association.
- (o) 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 associations property of whatsoever kind sold by the association, or any money due to the association from purchases and others.
- (p) To take any gift of property whether subject to any special trust or not, for any one or more of the objectives of the association but subject to the provision in sub rule (4).
- (q) 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.
- (r) To print and publish any newspapers, periodicals, books or leaflets that the association may think desirable for the promotion of its objectives.

- (s) In furtherance of the objectives of the association to amalgamate with any one or more incorporated associations having objectives 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).
- (t) In furtherance of the objectives 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.
- (u) In furtherance of the objectives of the association to transfer all or any part of the property, assets, liabilities and engagements of the association to any one or more of the incorporated associations with which the association is authorised to amalgamate.
- (v) To make donations for patriotic, charitable or community purposes.
- (w) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged.
- (x) To do all such other things as are incidental or conducive to the attainment of the objectives and the exercise of the powers of the association.

## **MEMBERSHIP**

- 7. (a) The membership of the club shall consist of the following classes of members:
  - (1) Ordinary member
  - (2) Junior member
  - (3) Life member.
  - (4) Honorary member
  - (5) Patron
  - (6) Social member
- (b) The number of ordinary members shall be unlimited.

## **NEW MEMBERSHIP**

- 8. (a) An application for a membership of the Association can be accepted by the majority of the management committee upon application or registration.

(b) An Application for a membership must be:-

- (1) In writing (a registration form is acceptable); and
- (2) Signed by the Applicant and the Applicant proposer and seconder; and
- (3) In a form decided by the Management Committee;
- (4) Accompanied by the applicable membership fee

## **ORDINARY MEMBER**

9. An ordinary member of the club is a financial member of the Association who has completed the required registration form for membership and paid the annual subscription. Any member who is not financial does not have voting rights within the Association.

## **JUNIOR MEMBERSHIP**

10. Junior membership of the club shall be open to all residents of the Gold Coast and surrounding districts who are under the age of 18 years. The number of junior members of the club shall be unlimited. Junior members shall not be entitled to vote.

## **LIFE MEMBER**

11. The club may, at its discretion elect each year one or more ordinary members for appointment as a life member provided that:
- (a) The person so selected shall be one that has rendered long and conspicuous service to the club in an active or administrative capacity during a minimum of 10 years.
  - (b) Every proposal for life membership shall be submitted to the management committee by 31 January each year by any ordinary member.
  - (c) The Management Committee must after receiving any proposal :-
    - (1) Obtain the advices and opinions of any life member who remains actively involved in the club regarding the nominees service, conduct and the opinion of the life member and whether the life member believes the nominee is a worthy recipient of life membership;
    - (2) Assess the nominees service and conduct through enquiry with the general membership;

- (3) Should the Management Committees inquiries deem the nominated person a fit and proper person to receive life membership, the Management Committee shall propose the life membership by notice to the members, with such proposal to be resolved by way of vote at a general meeting.
  - (4) The general meeting is to occur on the first Monday in March each year for the purposes of members voting on the nominee receiving life membership. At least three-quarter of the members at the meeting must vote in favour of the nominee receiving life membership for it to be awarded;
  - (5) Present any nominee who is successful, with their life membership at the annual awards dinner for the association.
- (d) A life member shall receive a life membership badge and shall be entitled to the rights and privileges of the club for life without payment of any subscription or fee inclusive of invitation to the Association's annual awards night and shall also be entitled to attend and vote at all general meetings of the club.
  - (e) The number of life members of the club shall be unlimited.

## **HONOURARY MEMBER**

- 12. The club may, at its discretion, elect each year, a person for appointment as an honorary member provided that:
  - (a) The person so selected shall be one who has rendered special or meritorious service to the club in an active, administrative or financial capacity or whose contribution to the club is considered by the committee to warrant recognition.
  - (b) Every proposal for honorary membership shall be submitted to the committee who shall, if they approve the proposal, nominate the person concerned to the annual general meeting of ordinary members of the club at which time the nomination will be approved provided a two-thirds majority of members present and voting are in agreement with the nomination.
  - (c) An honorary member shall be entitled to the rites and privileges of the club for the financial year in which he is approved without payment of any subscription or fee but shall not be entitled to vote at a general meeting of the club.
  - (d) The number of honorary members of the club shall be unlimited.



## **PATRON**

13. The club may, at its discretion elect each year a person for appointment as a patron provided that:
  - (a) Every proposal for patrons shall be submitted to the management committee for its approval by a majority vote.
  - (b) A patron shall be entitled to the rites and privileges of the club for the financial year in which he is approved without payment of any subscription or fee but shall not be entitled to vote at a general meeting of the club.
  - (c) The number of patrons of the club shall be limited to a maximum of two at any one time.
14. The Association, from time to time, through its Management Committee, may approve social membership and may also assess the annual fee for social membership.
15. Social members do not have voting rights at general meeting and shall have at annual general meetings should they meet the criteria of clause 26(2)(b) herein.

## **MEMBERSHIP FEES**

16. (a) The membership fees for each class of membership shall be such a sum as the management committee determines from time to time by majority vote.
- (b) The membership fees for each class of membership shall be payable at such time and such manner as the management committee shall from time to time determine. The club year shall be from 1<sup>st</sup> May until the following 30th day of April and annual subscriptions for membership shall be payable in advance and any member whose subscription is not paid at the 31st day of October of the current year may be restricted from playing or exercising privileges until such subscription is paid

## **ADMISSION AND REJECTION OF MEMBERS.**

17. (a) At the next meeting of the management committee after the receipt of any application and the fee applicable for any class membership, such application shall be considered by the management committee, who shall thereupon determine upon the admission or rejection of the applicant.

- (b) Any applicant who receives a majority of the votes of the members of the management committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

## **TERMINATION OF MEMBERSHIP.**

- 18. (a) 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 latter date is specified in the notice when it shall take effect on that later date.
- (b) 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 in a manner considered to be injurious or prejudicial to the character or interests of the association.The management committee may consider whether his membership shall be terminated.
- (c) 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.

## **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

- 19. (a) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof lodge with the secretary written notice of his or her intention to appeal against the decision of the management committee.
- (b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt of such notice, a general meeting to determine the appeal. At the general meeting the applicant shall be given the opportunity to fully present his 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 his or their case. The appeal shall be determined by the vote of the members present at such a meeting.

- (c) 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 appeals but the appeal is unsuccessful, the secretary shall forthwith refund any fee that has been paid

## **REGISTER OF MEMBERS**

- 20. (a) The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the association and their dates of admission.
- (b) Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee or the members at any general meeting may require from time to time.
- (c) The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

## **MEMBERSHIP OF MANAGEMENT COMMITTEE**

- 21. (a) The management committee of the association shall consist of a President, Vice-Presidents, Secretary, Treasurer and up to six (6) other members who are elected to the general committee, or contributing members of the association.
- (b) 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.
- (c) The election of officers and other members of the management committee shall take place in the following manner:
  - (1) Any two members of the association shall be at liberty to nominate any other member to serve as an officer or other member of the management committee
  - (2) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least 14 days before the annual general meeting at which the election shall take place.

- (3) A list of the candidate's 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 7 days immediately preceding the annual general meeting.
  - (4) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order and each member present at the annual general meeting shall be entitled to vote for any such candidates not exceeding the number of vacancies.
  - (5) Should at the commencement of such a meeting there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.
22. 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 his case. The question of removal shall be determined by the vote of the members present at such a general meeting.

### **VACANCIES ON MANAGEMENT COMMITTEE.**

23. (a) The management committee shall have power at any time to appoint any member of the association to fill any casual vacancy on the management committee until the next annual general meeting.
- (b) 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 numbers of members of the management committee to that number or of summoning a general meeting of the association, but for no other purpose.

### **FUNCTIONS OF THE MANAGEMENT COMMITTEE.**

24. (a) Except as otherwise provided by these rules and subject to resolutions of the association carried at any general meeting the management committee:
- (1) Shall have the general control and management of the administration of the affairs, property and funds of the association, and

- (2) Shall have authority to interpret the meaning of these rules and any matter relating to the association on which these rules are silent.
- (b) The management committee may exercise all the powers of the association;
- (1) 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 associations property, both present and future and to purchase, redeem or pay off any such securities.
  - (2) To borrow money 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 or 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,
  - (3) To invest in such a manner as the members of the association from time to time may determine.

## **MEETINGS OF MANAGEMENT COMMITTEE.**

25. (a) The management committee shall meet at least once a month to exercise its functions.
- (b) 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 a special meeting is being convened and the nature of the business to be transacted thereat.
- (c) 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 annual general meeting of the members shall constitute a quorum.
- (d) Subject as previously provided in this rule, the management committee may meet together and regulate its proceedings as it sees fit, provided that any 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.

- (e) A member of the management committee shall not vote in respect of any contract or proposed contract with the association in which he or she is interested or which creates a conflict of interest, for that member and if he or she does so vote, that vote shall not be counted.
  - (f) Not less than 14 days notice shall be given by the secretary to the 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.
  - (g) The president shall preside as chairman at every meeting of the management committee, or if there is no president, or if at any meeting the president is not present within 10 mins after the proposed time for commencement, either the vice-president shall chair the meeting or if the vice-presidents are unable to do so, then the members may choose another member to chair the meeting with any former member of the management committee preferable at first instance.
  - (h) 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 the 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 shall 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.
26. (a) The management committee may delegate any of its powers to a sub-committee consisting of such members of the association as the management committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations so imposed on it by the management committee.
- (b) A sub-committee may elect a chairman of its meetings. If no such chairman is elected, or if at any meeting the chairman is not present within 10 mins. After the time appointed for holding the meeting, the members present may chose one of their number to be chairman of the meeting.
  - (c) A sub-committee may meet and adjourn, as it thinks proper. Questions arising from 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 in the negative.

27. All acts done as a result of any meeting of the management committee or of a subcommittee 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.
28. A resolution in writing signed by all the members of the management committee for the time being entitled to receive notice of the 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.

## **ANNUAL GENERAL OR GENERAL MEETINGS**

29. (a) The annual general meeting shall be held by no later than the 30<sup>th</sup> of June in any given year.
- (b) The business to be transacted at every annual general meeting shall be:
  - (1) The receiving of the management committees' 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:
  - (2) That financial members of the MNDCC social club have voting rights at Annual General Meetings provided they or their partner or children are past and/or present players of MNDCC and they have been a financial member of the social club for two consecutive years.
  - (3) The receiving of the auditors report upon the books and accounts for the preceding financial year.
  - (4) The election of members of the management committee.
  - (5) The appointment of an auditor and
  - (6) General business.

## **SPECIAL GENERAL MEETING**

30. The secretary shall convene a special general meeting;
- (a) When directed to do so by the management committee or
  - (b) 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 association which equals the number of members presently on the management committee plus one. Such requisition shall clearly state the reasons why such a special general meeting is being convened and the nature of business to be transacted thereat, or
  - (c) On being given a notice in writing of an intention to appeal against a decision of the management committee to reject an application for membership or to terminate the membership of any person.

## **GENERAL MEETING AND FORUM**

31. (a) At any general meeting the number of members required to constitute a quorum shall be the number of members on the management committee plus one.
- (b) No business shall be transacted at any general meeting unless a quorum of members is present at the time 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 a member.
- (c) If within 30 minutes 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 association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and such other time and place as the management committee may determine and if at the adjourned meeting a quorum is not present within 30 mins from the time appointed for the meeting, the members present shall be a quorum.
- (d) The chairman 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 30 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.

32. (a) The secretary shall convene all general meetings of the association by giving not less than 14 days notice of any such meeting to the members of the association.
  - (b) The manner by which such notice shall be given shall be determined by the management committee: Provided that any notice of any meeting convened for the purposes 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. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
33. Unless otherwise provided by these rules, at every general meeting:
- (a) The President shall preside as chairman, or if there is no President, or if he is not present within 15mins. After the time appointed for the holding of the meeting or is unwilling to act, either of the Vice-Presidents shall be the chairman or if the Vice-Presidents are not present or unwilling to act then the members present shall elect one of their number to be chairman of the meeting.
  - (b) The chairman 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 members present.
  - (d) Every member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have a second or casting vote provided that no member shall be entitled to vote at any general meeting if his annual subscription is more than 1 month in arrears at the date of the meeting.
  - (e) Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The chairman shall appoint 2 members to conduct a secret ballot. The chairman shall appoint 2 members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the chairman shall be deemed to be the resolution of the meeting, at which the ballot was demanded.
  - (f) 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 chairman of that meeting or the Chairman of the next succeeding management committee meeting verifying their accuracy shall sign the minutes of every management committee meeting. Similarly, the minutes of every general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the chairman of that meeting or the chairman of the next succeeding general meeting or annual general meeting.

## **BY-LAWS**

34. The management committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association and any by-law may be set aside by a general meeting of members. However, an amendment, repeal or addition is valid only if it is registered by the Chief Executive.

## **ALTERATION OF RULES**

35. Subject to the provisions of the *Associations Incorporated Act 1981*, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

## **COMMON SEAL**

36. 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.

## **FUNDS AND ACCOUNTS**

37. (a) 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.
- (b) 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.
- (c) All moneys shall be banked as soon as practicable after receipt thereof.

- (d) All amounts where possible shall be paid by Electronic Financial Transfer (“EFT”). Any payment in excess of \$100.00 must be paid by cheque or electronic funds transfer and first approved by a second authorised member of the management committee with such approval being by notice in writing and email being accepted.
- (e) Should any payments need to be made by cheque then the following shall occur:-
  - a. Any cheque payable must be signed by any two authorised signatories of the management committee; and
  - b. all cheques shall be crossed “not negotiable” except those in payment of wages, allowances or petty cash recruitments which may be open.
- (f) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (g) All expenditure shall be approved or ratified at a Management Committee meeting.
- (h) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:
  - (1) The income and expenditure for the year just ended.
  - (2) The assets and liabilities and of all mortgages, charges and securities affecting the property of the association at the close of that year.
- (i) 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.
- (j) 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 to him or of remuneration to any officers or servants of the association or to any member of the association or other person in return for any services actually rendered to the association provided further that nothing herein contained shall be

construed so as to prevent the payment or re-payment 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.

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

## **DOCUMENTS**

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

## **FINANCIAL YEAR**

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

## **DISTRIBUTION OF SURPLUS ASSETS**

If the association shall be wound up in accordance with the provisions of the *Associations Incorporations 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 amongst the members of the association, but shall be given or transferred to some other institution or institutions having objectives similar to the objectives 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 34 (10) ,such institution or institutions to be determined by the members of the association.