

AUSTRALIAN LACE GUILD QUEENSLAND DIVISION INC
Incorporated under the Queensland Associations Incorporation Act 1981 and
Queensland Associations Incorporation Regulation 1982
Registered 2nd March 1988 Reg # IA 3535

NAME

The name of the incorporated association shall be AUSTRALIAN LACE GUILD QUEENSLAND DIVISION INC.
(in these Rules called " the Association")

OBJECTS

The objects for which the Association is established are:

- 2.1 For public educational purposes to promote and encourage the co-operation and interchange of ideas amongst those engaged or interested in lace and lace making and without limiting the generality of the foregoing:
 - (a) by maintaining a high standard of design and technique in lace making;
 - (b) by establishing a centre which may be used as a bureau of information regarding lace making;
 - (c) by promoting the training of teachers of the craft and skills of lace making;
 - (d) by establishing and conducting classes, schools, lectures, exhibitions, courses, seminars and other forms of education;
 - (e) by conferring fellowships, diplomas, certificates and other awards;
 - (f) by awarding scholarships, bursaries and other financial assistance.

POWERS

The powers of the Association are:-

- 3.1 To take over the funds and other assets and the liabilities of the present unincorporated association known as the AUSTRALIAN LACE GUILD QUEENSLAND DIV .
- 3.2 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, however 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 among its members to an extent at least as great as that imposed on the Association under or by virtue of Rule 27.10.
- 3.3 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.
- 3.4 To purchase, take on lease or in exchange, hire or otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Association: However 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 trust.
- 3.5 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.
- 3.6 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and any other persons as may be necessary or convenient for the purposes of the Association.
- 3.7 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, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
- 3.8 To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
- 3.9 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.

- 3.10 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.
- 3.11 To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association but subject always to the proviso in rule (3.4).
- 3.12 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.
- 3.13 To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- 3.14 In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects 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 (27.10) and such institution must be exempt from income tax.
- 3.15 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.
- 3.16 In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- 3.17 To make donations for patriotic, charitable or community purposes.
- 3.18 To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Association.
- 3.19 To borrow or raise money alone or jointly with any other person or legal entity in such manner as may be thought proper and whether on 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 association's property or assets present or future and to purchase, redeem or payoff any such securities.

4 CLASSES OF MEMBERSHIP

- 4.1 The membership of the Association shall consist of :-
 - (a) Ordinary Members;
 - (b) Concessional and/or Junior Members;
 - (c) Life Members;
 - (d) Family Members;
 - (e) Other Members;

The meaning of these terms shall be the same as the definitions contained in Clause 2.1 of the Articles of Association of the Australian Lace Guild ACN 006 462 175.

- 4.2 The membership of the Association shall consist of members who have been accepted as members of the Australian Lace Guild A.C.N. 006 462 175 resident and or domiciled in the State of Queensland.
- 4.3 The number of members in each class shall be unlimited.

4.4 Limitation of Rights of a particular class of membership :

- (a) Ordinary members no limitation.
- (b) Concessional and/or Junior members :
 - (i) Concessional members - no limitation;
 - (ii) Junior members shall have no right to vote; and
 - (iii) Junior members are disqualified from standing for election to the Management Committee in accordance with clause 61 (2) of Part 7 of the Association Incorporation Act 1981
- (c) Life members - no limitation.
- (d) Family members -
 - (i) are limited to one vote only in accordance with Clause 2,1 (d) of the Articles of Association of the Australian Lace Guild A.C.N. 006 462 175.
 - (ii) Persons under the age of 18 years are disqualified from standing for election to the Management Committee in accordance with clause 61 (2) of Part 7 of the Association Incorporation Act 1981
- (e) Other members -
 - (i) shall have no right to vote; and
 - (ii) shall be ineligible for election to the Management Committee.

- 5 Every person who at the date of incorporation of the Association was a member of the unincorporated association and who on or before the day of incorporation agrees in writing to become a member of the Association shall be admitted by the Management Committee to the same class of membership of the Association as that member held in the unincorporated association, and shall not be required to pay any further subscription until the next due date for payment of that subscription.

6 MEMBERSHIP FEES

- 6.1 The membership fees shall be such sum as the Management Committee shall from time to time determine in the By-laws of the Association and which have been ratified at any general meeting of the Association.
- 6.2 The membership fees shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

7 ADMISSION AND REJECTION OF MEMBERS

- 7.1 At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- 7.2 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.
- 7.3 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.

8 TERMINATION OF MEMBERSHIP

- 8.1 A member may resign from the Association at any time by giving notice in writing to the secretary.
- 8.2 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.
- 8.3 If a member :-
- (a) is convicted of an indictable offence; or
 - (b) fails to comply with any provisions of these rules; or
 - (c) has membership fees in arrears for a period of two (2) months or more; or
 - (d) conducts him 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 the member's membership shall be terminated.
- 8.4 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.

9 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 9.1 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 the person's intention to appeal against the decision of the Management Committee.
- 9.2 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.
- 9.3 At any such meeting the applicant shall be given the opportunity to fully present the applicant's 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.
- 9.4 The appeal shall be determined by the vote of the members present at such meeting.
- 9.5 Where a person whose application has been 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 the amount of any fee paid.

10 REGISTER OF MEMBERS

- 10.1 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 the dates of their admission.
- 10.2 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.
- 10.3 The register shall be open to inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

11 MEMBERSHIP OF THE MANAGEMENT COMMITTEE

- 11.1 The Management Committee of the Association shall consist of a President, Vice-president, Secretary, Treasurer, all of whom shall be members of the Association, and not less than three (3) other members as committee members of the Association or such greater number as members in general meeting may from time to time elect or appoint.
- 11.2
- (a) 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 subject to clause (b), on nomination, for re-election.
 - (b) no member of the Management Committee shall serve for more than three (3) consecutive years.
- 11.3 The election of officers and other members of the Management Committee shall take place in the following manner :-
- (a) any two (2) 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;
 - (b) the nomination, which shall be in writing and signed by the member and his/her proposer and seconder, shall be lodged with the secretary at least thirty five (35) 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 advised in writing to members at least twenty one (21) clear days immediately preceding the date of the annual general meeting;
 - (d) balloting lists shall be prepared (if necessary) containing the names of candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
 - (e) should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

12.1 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/her case. The question of removal shall be determined by the vote of members present at such a general meeting.

12.2 There is no right of appeal against a member's removal from office under this clause.

12.3 SECRETARY

- (a) If the Association has not elected an interim officer as Secretary for the Association before its incorporation, the members of the Management Committee must appoint or elect a secretary for the Association within one (1) month after incorporation.
- (b) If a vacancy happens in the office of secretary, the members of the Management Committee must appoint or elect a secretary within one (1) month after the vacancy happens.
- (c) The secretary must be:
 - (i) an individual residing in Queensland or in another State but not more than sixty five (65)km from the Queensland border.
 - (ii) a member of the Association elected by the Association as secretary; or
 - (iii) a member of the Association's Management Committee appointed by the committee as secretary.
- (d) The Management Committee may appoint or remove the secretary at any time.

13 VACANCIES ON THE MANAGEMENT COMMITTEE

13.1 The Management Committee shall have the 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.

13.2 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 of a general meeting of the Association, but for no other purpose.

14 FUNCTIONS OF THE MANAGEMENT COMMITTEE

14.1 Except as otherwise provided by these Rules and subject to resolutions of the 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.

14.2 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 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 amounts from members and to pay interest on the amounts borrowed and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability, or obligation of the Association, and to provide and pay off any such securities; and
- (c) to invest in such manner as the members of the Association may from time to time determine.

15 MEETING OF MANAGEMENT COMMITTEE

- 15.1 The Management Committee shall meet at least once every two (2) calendar months to exercise its functions and the Management Committee must decide how a meeting is to be called and the notice of such meeting shall be given in a way decided by the Management Committee.
- 15.2 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.
- 15.3 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.
- 15.4 Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit; however, 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.
- 15.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.
- 15.6 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 business to be discussed thereat.
- 15.7 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 fifteen (15) 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 (1) of their number to be Chairperson of the meeting.
- 15.8 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 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.

16 DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

- 16.1 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 that may be imposed on it by the Management Committee.
- 16.2 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 fifteen (15) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairperson of the meeting.
- 16.3 A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

17 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 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.

18 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 (1) or more of the members of the Management Committee.

19 ANNUAL GENERAL OR GENERAL MEETINGS

- 19.1 The first general meeting shall be held at such time, not being less than one (1) month nor more than three (3) months after the incorporation of the Association and at such place as the Management Committee may determine.
- 19.2 The annual general meeting shall be held within three (3) months of the close of the Association's financial year.
- 19.3 The business to be transacted at every annual general meeting shall be :-
- (a) the receiving of the Management Committee's report, the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
 - (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (c) the election of members of the Management Committee;
 - (d) the appointment of an auditor;
 - (e) Special resolutions (if any).
- 19.4 Not less than two (2) general meetings, in addition to the annual general meeting, shall be convened in each and every financial year.
- (a) the Secretary shall convene a general meeting as directed to do so by the Management Committee
 - (b) business to be transacted at a general meeting must include:-
 - (i) minutes of a previous general meeting;
 - (ii) reports by the President, Secretary, Treasurer, Newsletter Editor and Librarian;
 - (iii) general business.

20 SPECIAL GENERAL MEETING

The Secretary shall convene a special general meeting by sending out notice of the meeting within fourteen (14) days of :-

- (a) being 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 double the number of members presently on the Management Committee plus one (1). 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.
- (c) on being given 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.

21. QUORUM AT GENERAL MEETING

At 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.

- 21.1 No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- 21.2 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 members of the Association shall lapse. In any other case it shall stand adjourned to the same day in the next week at the 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 members present shall be a quorum.
- 21.3 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 (30) days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- 21.4 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.

- 22.1 The Secretary shall convene all general meetings of the Association by giving not less than twenty one (21) days notice, in writing, of any such meeting to the members of the Association and such notice shall clearly state the nature of the business to be discussed thereat.
- 22.2 The manner by which notice shall be given shall be determined by the Management Committee, however notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his/her membership by the Management Committee, shall be given in writing, and shall clearly state the nature of the business to be discussed thereat.

PROCEDURE AT GENERAL MEETING

Unless otherwise provided for in these Rules, at every general meeting:-

- (a) The President shall preside as Chairperson, or if there is no President, or if at any meeting the President is not present within fifteen (15) minutes after the time appointed for holding the meeting, or is unwilling to act, the Vice-president shall be Chairperson or if the Vice-president is not present or is unwilling to act, then the members present shall elect one (1) 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 members present;
 - (d) every member present shall be entitled to one (1) vote and in the case of an equality of votes the resolution shall be decided in the negative ;
- however no member shall be entitled to vote at any general meeting if his/her 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 members, unless not less than one-fifth 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 the secret ballot in such manner as he/she 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) a member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
 - (g) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of his/her 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 a member of the Association. The instrument appointing proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
 - (h) where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit :-

FORM OF PROXY

AUSTRALIAN LACE GUILD QUEENSLAND DIVISION INC

I _____ of _____, being

a member of the abovenamed Association, hereby appoint

_____ of _____ or failing him/her

_____ of _____ as my proxy

to vote for me on my behalf at the (annual) general meeting of the Association, to be

held on _____ day of _____, in the year _____ and at any adjournment thereof.

Signed this _____ day of _____ in the year _____.

_____ 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 he/she thinks fit.)

- 23 (i) the instrument appointing a proxy shall be deposited with the Secretary forty eight (48) hours prior to commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote ; and
- (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 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;

however 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.

24 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 and any by-law may be set aside by a general meeting of members.

25 AMENDMENT OF RULES

Subject to the provisions of the Associations Incorporations Act, 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at a general meeting; however, no such amendment, rescission or addition shall be valid unless the same shall have been submitted to and approved by the The Chief Executive of the Department administering the Act.

26 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.

27 FUNDS AND ACCOUNTS

- 27.1 The funds of the Association shall be banked in the name of the Association in such financial institution as the Management Committee may from time to time direct.
- 27.2 Proper books and accounts shall be kept and maintained in either written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature.
- 27.3 All moneys shall be banked as soon as practicable after receipt thereof.
- 27.4 All amounts shall be paid by cheque signed by any two (2) of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- 27.5 Cheques shall be crossed "Not Negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- 27.6 The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- 27.7 All expenditure shall be approved or ratified at a Management Committee meeting.
- 27.8 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 property of the Association at the close of that year.
- 27.9 All such statements shall be examined by the auditor who shall present his/her report upon such audit to the Treasurer prior to the holding of the annual general meeting next following the financial year in respect of which the audit was made and the Treasurer shall present the statements and the Auditor's report at the next annual general meeting.
- 27.10 The assets and income of the Association shall be applied solely in furtherance of its abovementioned objectives and no portion shall be distributed directly or indirectly to the members of the association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

28 DOCUMENTS

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

The Financial year of the Association shall close on the 30th April in each year.

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 of its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 27.10 and which is exempt from income tax.

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