

# Forum 4 Business Growth (F4BG)

## Rules of Association

### 1 Interpretation

(1) In these rules— **Act** means the *Associations Incorporation Act 1981*.

**Present**—

- (a) at a management committee meeting, see rule 22(6); or
- (b) at a general meeting, see rule 34(2).

(2) A word or 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.

### 2 Name

The name of the incorporated association is **Forum 4 Business Growth (F4BG)** ([www.f4bg.com.au](http://www.f4bg.com.au)) (*the association*).

3 a) The **mission** statement of the association is -

**“To provide members with the ability to grow and prosper personally and professionally”**

b) The **vision** of the association is **“To create a network of like-minded professionals that will assist in growing each member’s business”** by -

- active referrals, and
- providing business & professional development expertise to other members, and
- being an active and respected voice in the community, and
- encouraging employment and engagement, and
- preserving the culture of our community

### 4 Powers

(1) The association has the powers of an individual.

(2) The association may, for example—

- (a) enter into contracts; and
- (b) acquire, hold, deal with and dispose of property; and
- (c) make charges for services and facilities it supplies; and
- (d) do other things necessary or convenient to be done in carrying out its affairs.

### 5 Classes of members

(1) The membership of the association consists of ordinary members which are business entities

(2) The number of ordinary members is unlimited

(3) There can only be three members of any one business classification.

### 6 New membership

(1) An applicant for membership of the association must be proposed by 1 member of the association (the **proposer**) and seconded by another member (the **seconder**).

(2) An application for membership must be—

- (a) in writing; and
- (b) signed by the applicant and the applicants proposer and seconder; and
- (c) in the form decided by the management committee.

### 7. Member Code of Conduct

#### a) Membership Disclosure and Representation

- Members agree they are able to display F4BG logo on all documentation as proof of membership.
- A member may only claim membership of the F4BG if their current membership fee has been paid and they comply with the Code of Conduct and these Rules of Association.
- Any member whose membership has lapsed or has been cancelled shall immediately cease using the logo.

# Forum 4 Business Growth (F4BG)

## Rules of Association

- Members agree to allow the Association to reveal the status of a membership.
- b) **Trust and Integrity**  
F4BG members agree;
  - To ensure they do not act in a fraudulent or unfair manner or bring discredit to the Association or any of its members.
  - To at all time act in a professional manner so as to neither offend nor bring discredit to the Association or any of its members.
  - Not to discriminate against any person on the grounds of race, religion, sex, sexuality, physical appearance or disability when dealing with any members.
  - To comply at all times with all applicable Federal, State or Territory consumer laws and anti-discrimination and equal opportunity laws. Should a member become aware of a potential or actual breach, the member will take all reasonable action necessary to effect compliance and restoration in a timely and efficient manner..
  - To not make any false, misleading, dishonest or deceptive statements through any form of advertising, promotion or dissemination of information about themselves, their business, the F4BG or its members.
- c) **Honesty, Disclosure and Fair Practices**
  - Members shall be open and transparent in disclosing all information to other members as may be required under relevant State or Federal laws and shall take reasonable steps to ensure that the information provided is accurate at the time it is provided.
  - Members shall at all times be honest and open in their dealings with other members.
- d) **Privacy;**
  - Members shall maintain the trust and fidelity concerning the business or personal affairs of any member who may reveal confidential, private and/or financial information.
  - Members shall not disclose what may be considered private information about other members or their clients (current past or potential), without the parties express consent to do so.

### 8 Membership fees

The membership fee for each ordinary membership

- (a) is the amount decided by the members from time to time at a general meeting; and
- (b) is payable when, and in the way, the management committee decides.

### 9 Admission and rejection of new members

- (1) The members must consider an application for membership at the next meeting held after it receives—
  - (a) the application for membership; and
  - (b) the appropriate membership fee for the application.
- (2) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the persons application, the person is advised—
  - (a) whether or not the association has public liability insurance; and
  - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The members must decide at the meeting whether to accept or reject the application by majority vote.
- (4) If a majority of the members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member
- (5) The secretary of the association must, as soon as practicable after the members decides to accept or reject an application, give the applicant a written notice of the decision.

# Forum 4 Business Growth (F4BG)

## Rules of Association

### 10 When membership ends

- (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at—
  - (a) the time the notice is received by the secretary; or
  - (b) if a later time is stated in the notice—the later time.
- (3) The members present at a meeting provided there is a quorum, as defined in rule 33, may vote to terminate a members membership if the member -
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these rules; or
  - (c) has membership fees in arrears for at least 2 months; or
  - (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.
  - (e) misses more than three consecutive meetings without approved leave of absence or accepted apology
- (4) Before the members terminate a membership, the management committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides not to recommend termination the membership, a representative of the committee must go back to the membership for a final determination.

### 11. Dispute resolution

- (1) If there is a dispute between members they must try to resolve the issue between themselves with or without mediation from a member of the management committee
- (2) Failing this process, the matter will be discussed by the management committee after hearing both parties and the management committee will then put a recommendation to the members for determination.
- (3) At no time will this dispute by carried by the disputing parties using the membership email addresses or any other information in the register.

### 12 Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
  - (a) the full name of the member;
  - (b) the postal or residential address of the member;
  - (c) the date of admission as a member;
  - (d) the date of death or time of resignation of the member;
  - (e) details about the termination or reinstatement of membership;
  - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register which is held online in a password protected document.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the members full name) from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member or the association at risk or harm.

### 13 Prohibition on use of information on register of members

- (1) A member of the association must not—

## **Forum 4 Business Growth (F4BG)**

### **Rules of Association**

- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious or charitable purposes; or
  - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious or charitable ~~or commercial~~ purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the membership committee.
- (3) Subrule (1) does not apply to the marketing of a member's business, however spam rules still apply.

#### **14 Appointment or election of secretary**

- (1) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is—
- (a) a member of the association elected by the association as secretary; or
  - (b) any of the following persons appointed by the management committee as secretary—
    - (i) a member of the associations management committee;
    - (ii) another member of the association;
    - (iii) another person.
- (2) If the association has not elected an interim officer as secretary for the association before its incorporation, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the association within 1 month after the vacancy happens.
- (4) If the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.
- (5) However, if the management committee appoints a person mentioned in subrule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.
- (6) If the management committee appoints a person mentioned in subrule (1)(b)(iii) as secretary, the person does not become a member of the management committee.
- (7) In this rule— **casual vacancy**, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

#### **15 Removal of secretary**

- (1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.
- (2) If the management committee removes a secretary who is a person mentioned in rule 14(1)(b)(i), the person remains a member of the management committee.
- (3) If the management committee removes a secretary who is a person mentioned in rule 14(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 14(5), the person remains a member of the management committee.

#### **16 Functions of secretary**

The secretary's functions include, but are not limited to—

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association;
- and

# Forum 4 Business Growth (F4BG)

## Rules of Association

- (b) in conjunction with the F4BG webmaster keeping minutes (online at the F4BG website) of each meeting; and
- (c) in conjunction with the FG4BG webmaster keeping copies of all correspondence and other documents relating to the association; and
- (d) in conjunction with the F4BG Webmaster, maintaining the online register of members of the association.

### 17 Membership of management committee

- (1) The management committee of the association consists of a President, Treasurer, and any other members the association members elect at a general meeting.
- (2) A member of the management committee, other than a secretary appointed by the management committee under rule 14(1)(b)(iii), must be a member of the association.
- (3) At each annual general meeting of the association, 50% of the members of the management committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under rule 20.

### 18 Electing the management committee

- (1) A member of the management committee may only be elected as follows—
  - (a) any 2 members of the association may nominate another member (the **candidate**) to serve as a member of the management committee;
  - (b) the nomination must be—
    - (i) in writing; and
    - (ii) signed by the candidate and the members who nominated him or her; and
    - (iii) given to the secretary at least 14 days before the annual general meeting at which the election is to be held;
  - (c) each member of the association present and eligible to vote at the annual general meeting may vote for 1 candidate for each vacant position on the management committee;
  - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person—
  - (a) is an adult; and
  - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates names in alphabetical order, with the names of the members who nominated each candidate, must be posted in The Members Only section of the (F4BG) association's website at least 7 days immediately preceding the annual general meeting.
- (4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order listed in the Members Only Section of the associates website..
- (5) The management committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised—
  - (a) whether or not the association has public liability insurance; and
  - (b) if the association has public liability insurance—the amount of the insurance.

### 19 Resignation, removal or vacation of office of management committee member

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
  - (a) the time the notice is received by the secretary; or
  - (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.

# **Forum 4 Business Growth (F4BG)**

## **Rules of Association**

- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the members removal from office under this rule.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

### **20 Vacancies on management committee**

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 23(1) as a quorum of the management committee, the continuing members may act only to—
  - (a) increase the number of management committee members to the number required for a quorum; or
  - (b) call a general meeting of the association.

### **21 Functions of management committee**

- (1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

#### *Note—*

The Act prevails if the associations rules are inconsistent with the Act—see section 1B of the Act.

- (3) The management committee may exercise the powers of the association—
  - (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
  - (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the association in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the associations property, both present and future; and
  - (c) to purchase, redeem or pay off any securities issued; and
  - (d) to borrow amounts from members and pay interest on the amounts borrowed; and
  - (e) to mortgage or charge the whole or part of its property; and
  - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
  - (g) to provide and pay off any securities issued; and
  - (h) to invest in a way the members of the association may from time to time decide.
- (4) For subrule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by—
  - (a) the financial institution for the association; or
  - (b) if there is more than 1 financial institution for the association—the financial institution nominated by the management committee.

### **22 Meetings of management committee**

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every 3 months to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.

# **Forum 4 Business Growth (F4BG)**

## **Rules of Association**

- (4) Notice of a meeting is to be given in the way decided by the management committee.
- (5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in subrule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the management committee must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract and, if the member does vote, the members vote must not be counted.
- (9) The president is to preside as chairperson at a management committee meeting.
- (10) If there is no president or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

### **23 Quorum for, and adjournment of, management committee meeting**

- (1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee—
  - (a) the meeting is to be adjourned for at least 1 day; and
  - (b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

### **24 Special meeting of management committee**

- (1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- (2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (3) A request for a special meeting must state—
  - (a) why the special meeting is called; and
  - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state—
  - (a) the day, time and place of the meeting; and
  - (b) the business to be conducted at the meeting.
- (5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

### **25 Minutes of management committee meetings**

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are posted up to the F4BG website.
- (2) To ensure the accuracy of the minutes, the minutes of each management committee meeting must be viewed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy. If a notice is not sent by the chairperson/s of the

# **Forum 4 Business Growth (F4BG)**

## **Rules of Association**

committee meeting, advising of inaccuracies within 3 business days, then the minutes are to be considered accurate.

### **26 Appointment of subcommittees**

- (1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the associations operations.
- (2) A member of the subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

### **27 Acts not affected by defects or disqualifications**

- (1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
- (2) Subrule (1) applies even if the act was performed when—
  - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
  - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

### **28 Resolutions of management committee without meeting**

- (1) A written resolution signed by each member of the management committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subrule (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

### **29 First annual general meeting**

The first annual general meeting must be held within 6 months after the end date of the association's first reportable financial year.

### **30 Subsequent annual general meetings**

Each subsequent annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.

### **31 Business to be conducted at annual general meeting of other level 3 incorporated associations**

- (1) This rule applies because the association is a level 3 incorporated association to which section 59B of the Act applies.
- (2) The following business must be conducted at each annual general meeting of the association—
  - (a) receiving the association's financial statement, and signed statement, for the last reportable financial year;
  - (b) presenting the financial statement and signed statement to the meeting for adoption;
  - (c) electing members of the management committee.



# **Forum 4 Business Growth (F4BG)**

## **Rules of Association**

### **32 Notice of general meeting**

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
  - (a) a meeting called to hear and decide the appeal of a person against the management committee's decision—
    - (i) to reject the person's application for membership of the association; or
    - (ii) to terminate the person's membership of the association;
  - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

### **33 Quorum for, and adjournment of, general meeting**

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting plus 1.
- (2) However, if all members of the association are members of the management committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the association—
  - (a) the meeting is to be adjourned for at least 7 days; and
  - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

### **34 Procedure at general meeting**

- (1) A member may take part and vote in a general meeting in person, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
  - (a) the president is to preside as chairperson; and
  - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and
  - (c) the chairperson must conduct the meeting in a proper and orderly way.

### **35 Voting at general meeting**

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.

# **Forum 4 Business Growth (F4BG)**

## **Rules of Association**

- (2) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

### **36 Special general meeting**

- (1) The secretary must call a special general meeting by giving each member of the association notice of the meeting within 14 days after—
  - (a) being directed to call the meeting by the management committee; or
  - (b) being given a written request signed by—
    - (i) at least 33% of the number of members of the management committee when the request is signed; or
    - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus 1;
- (2) A request mentioned in subrule (1)(b) must state—
  - (a) why the special general meeting is being called; and
  - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the secretary—
  - (a) is directed to call the meeting by the management committee; or
  - (b) is given the written request mentioned in subrule (1)(b); or
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

### **37 Minutes of general meetings**

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are posted to the F4BG website.
- (2) To ensure the accuracy of the minutes—
  - (a) the minutes of each general meeting must be verified by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
  - (b) the minutes of each annual general meeting are verified as being a true record and the minutes are considered verified, if a notice to all attending members to the contrary, has not been received from the chairperson within 10 working days of the AGM.
- (3) If asked by a member of the association, the secretary must, within 28 days after the request is made—
  - (a) refer the member to the secure member's section of the F4BG website where the minutes will be available for inspection.
  - (b) refer the member to the F4BG website where the minutes are viewable.
- (4)

### **38 By-laws**

- (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association.
- (2) A by-law may be set aside by a 70% vote of members present at a general meeting of the association.

# Forum 4 Business Growth (F4BG)

## Rules of Association

### 39 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried by 70% vote at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered with the secretary.

### 40 Funds and accounts

- (1) The funds of the association must be kept in an account in the name of the association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer except for meeting room hire must be paid by cash on the day.
- (5) If a payment of \$100 or more is made by EFT this must be authorised by any two of the Management Committee
  - (a) the president;
  - (b) the secretary;
  - (c) the treasurer;
  - (d) any 1 of 3 other members of the association who have been authorised by the management committee to authorise payments issued by the association.
- (6) However, 1 of the persons who authorises payments must be the president, the secretary or the treasurer.
- (7) A petty cash account may be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- (8) All expenditure must be approved or ratified at a management committee meeting.

### 41 General financial matters

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the association must be used solely in promoting the association's purpose and exercising the association's powers.

### 42 Documents

The management committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

### 43 Financial year

The end date of the association's financial year is 30th June in each year.

### 44. Distribution of Surplus Funds if the association is wound-up under part 10 of the Act

Any surplus funds at the time that the association is wound-up will be donated to charity(ies) as decided upon periodically by the members.