

GOLD COAST CATCHMENT ASSOCIATION INC.

RULES OF ASSOCIATION

As at 19 February 2008

Edition	Rule/s affected	*GCCA Inc.	**O.F.T
First	All Rules	14.03.2001	26.03.2001
Revised 1	All Rules	19.02.2008	27.03.2008
Revised 2			
Revised 3			
Revised 4			
Revised 5			

*Endorsed by GCCA Inc.

** Approved by Office of Fair Trading

1 WORDS AND EXPRESSIONS TO HAVE MEANING IN ACT

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

2 NAME

The name of the incorporated Association is the Gold Coast Catchment Association Inc. (*the Association*)

3 OBJECTS

The Objects for which the Association is established aim:

- to provide a voice for on ground working groups on the Gold Coast,
- to raise awareness of issues and successes related to the Gold Coast's natural environment
- to facilitate training and information sharing opportunities to nurture and enhance the Association's network and groups,
- to act as an auspicing body for funding, insurance and administration for smaller groups,
- to build partnerships with other peak bodies and key partners working on environmental projects.

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.
- 3) The Association may also issue secured and unsecured notes, debentures and debenture stock for the Association.

5 CLASSES OF MEMBERS

- 1) The membership of the Association shall consist of any of the following classes of members:
 - a) Ordinary Members
 - b) Affiliated Organisations
 - c) Corporate Members
 - d) Supporting Members
- 2) Ordinary Members: All persons who are approved of by the Management Committee. The numbers of ordinary members shall be unlimited.
- 3) Affiliated Organisations: Any properly constituted organisation – incorporated or not incorporated - with a committee which is accepted by the Management Committee. The number of Affiliated organisations shall be unlimited.
- 4) Corporate Members: A Corporate Body approved by the Management Committee to be given rights of membership. The number of Corporate Members is unlimited.
- 5) Supporting Members: All persons who are approved of by the Management Committee. The numbers of supporting members shall be unlimited.

- 6) The following members shall have the right to vote at all General Meetings provided they are currently financial:
 - a) Ordinary Members.
 - b) Affiliated Organisations shall be entitled to one (1) vote at any General Meeting.
 - c) Corporate Members shall be entitled to one (1) vote per corporation at any General Meeting.

Affiliated Organisations and Corporations admitted as a Member must appoint one person from the organisation as a representative to act on behalf of the Member in the affairs of the incorporated Association and may nominate an alternative representative. The representative so appointed shall be considered to be the Member for the purpose of voting and as a member of any Committee.

6 MEMBERSHIP

- 1) Application for membership shall be open to all bodies and persons interested in the objects and activities of the Association.
- 2) Every application for any class of membership of the Association shall be made in writing and shall be in such form as the Management Committee from time to time prescribes.

7 MEMBERSHIP FEES

- 1) The membership fee for each class of membership-
 - a) is the amount decided by the Association from time to time by a two-thirds majority at a general meeting; and
 - b) is payable when, and in the way, the management committee decides; and
 - c) may be waived, discounted or otherwise adjusted by the management committee.

8 WHEN MEMBERSHIP ENDS

- 1) Any member may resign from the Association by giving a written notice of resignation to the secretary.
- 2) The resignation takes effect on-
 - a) the day and at the time the notice is received by the secretary; or
 - b) if a later day is stated in the notice - the later day.
- 3) The management committee may terminate the membership of a member by a two-thirds majority 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, interests or objects of the Association; or
 - e) fails to attend three consecutive general meetings of the Association without due reason and apology, and fails to exercise a proxy.
- 4) Before the management committee terminates a member's membership, the 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 to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

9 APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 1) A member whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the member's intention to appeal against the decision.
- 2) A notice of intention to appeal must be given to the secretary within 1 month after the member receives written notice of the decision.
- 3) If the secretary receives a notice of intention to appeal, the secretary must, within 1 month after the day of receipt, call a general meeting to decide the appeal.
- 4) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- 5) Also, the management committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.
- 6) An appeal must be decided by a vote of the members present at the meeting.
- 7) If a member whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the member appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the member.

10 REGISTER OF MEMBERS

- 1) The executive committee must keep a register of members.
- 2) The register of members must include the following particulars for each member -
 - a) the full name and residential address of the member;
 - b) the e-mail address and phone details;
 - c) the appointed representative and alternate representative if applicable;
 - d) the date of admission as a member;
 - e) the date of resignation or death of the member;
 - f) details about the termination or reinstatement of membership;
 - g) any other particulars the management committee or the members at a general meeting decide.
- 3) The register must be open for inspection at all reasonable times.
- 4) However, before a member may inspect the register, the member must apply to the secretary to inspect it.

11 MANAGEMENT COMMITTEE

- 1) The Management Committee of the Association shall comprise of the Executive Committee (see rule 16) and not less than two (2) and not more than five (5) members as determined at the Annual General Meeting.
- 2) 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.
- 3) The Management Committee shall have the power at any time to appoint a member of the Association to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
- 4) 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 number or members may act for the purpose of increasing the number of members of the Management Committee to that or of summoning a General Meeting of the Association, but for no other purpose.

- 5) At the Annual General Meeting of the Association, all the members of the Management Committee for the time being shall retire from the office, but shall be eligible upon nomination for re-election.
- 6) The election of members of the Management Committee shall take place in the following manner: -
 - a) Any two (2) eligible voters of the Association shall be at liberty to nominate any other eligible voter to serve as a member of the Management Committee.
 - b) 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 fourteen (14) day before the Annual General Meeting at which the election is to take place.
 - c) A list of candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven (7) days immediately preceding the Annual General Meeting.
 - d) Balloting lists shall be prepared (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 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 RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

- 1) A Management Committee member may resign from the committee by giving written notice of resignation to the secretary.
- 2) The resignation takes effect on-
 - a) the day and at the time the notice is received by the secretary; or
 - b) if a later day is stated in the notice - the later day.
- 3) A Management Committee member may be removed from office at a general meeting of the Association if a majority of the members present at the meeting vote in favor of removing the Executive Committee member.
- 4) Before a vote of the members is taken about removing the Management Committee member from office, the Management Committee member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- 5) A Management Committee member has no right of appeal against his or her removal from office under this section.

13 FUNCTIONS OF MANAGEMENT COMMITTEE

- 1) Subject to these rules or a resolution by the members carried at a General Meeting, the Management Committee -
 - a) has the general control and management of the administration of the affairs, property and funds of the Association; and
 - b) has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.
- 2) The Management Committee may exercise the powers of the Association -
 - a) to borrow, raise or secure the payment of amounts in a way the Association members 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 Association's 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.
- 3) For sub-section (2) 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 Association.

14 MEETINGS OF MANAGEMENT COMMITTEE

- 1) Subject to subsections 2) to 16), the Management Committee may meet and conduct its proceedings as it considers appropriate.
- 2) The Management Committee must meet at least once every 4 months to exercise its functions.
- 3) The Management Committee must decide how a meeting is to be called.
- 4) Notice of a meeting is to be given in the way decided by the Management Committee.
- 5) If the secretary receives a written request signed by at least 33% of the Management Committee members, the secretary must call a special meeting of the committee.
- 6) A request for a special meeting must state:
 - a) why the special meeting is being called; and
 - b) the business to be conducted at the meeting.
- 7) A question arising at a Management Committee meeting is to be decided by a majority vote of Management Committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 8) A Management Committee member 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 member's vote must not be counted.
- 9) The secretary must give each Management Committee member at least 14 days notice of a special meeting of the committee.
- 10) 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.
- 11) The chairperson or, if there is no chairperson or if the chairperson is not present within 10 minutes after the time fixed for a Management Committee meeting, the vice-chairperson is to preside as chairperson at the meeting.
- 12) If the chairperson and the vice-chairperson are absent from a Management Committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.
- 13) If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called on the request of Management Committee members, the meeting lapses.
- 14) If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of committee members, the meeting is to be adjourned to-
 - a) the same day, time and place in the next week; or
 - b) a day, time and place decided by the executive committee members present.
- 15) If, at the adjourned meeting mentioned in subsection 14), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

15 DELEGATION OF MANAGEMENT COMMITTEE POWERS

- 1) The Management Committee may delegate the whole or part of its powers to the Executive Committee or a subcommittee consisting of members of the Association considered appropriate by the committee.
- 2) A subcommittee may only exercise delegated powers in the way the Management Committee decides.
- 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.
- 7) Any member of the Association elected or appointed to a subcommittee shall have voting rights while serving on that subcommittee.

16 SECRETARY

- 1) The secretary must be an individual residing in Queensland, or in another State but not more than 65 km from the Queensland border, who is a member of the Association and elected by the Association as secretary.
- 2) If a vacancy happens in the office of secretary, the Management Committee must appoint a Secretary or ensure a Secretary is elected for the Association within 1 month after the vacancy happens.

17 EXECUTIVE COMMITTEE

- 1) The Executive Committee of the Association consists of-
 - a) the Chairperson;
 - b) the Vice-Chairperson;
 - c) the Secretary;
 - d) the Treasurer; and
 - e) the Catchment Liaison Officer of Gold Coast City Council.
- 2) At each annual general meeting of the Association, the members of the Executive Committee must retire from office, but are eligible, on nomination, for re-election.

18 ELECTING THE EXECUTIVE COMMITTEE

- 1) The rules for electing a Member of the Management Committee (rule 11 6)) apply for the election of a Member of the Executive Committee.

19 RESIGNATION OR REMOVAL FROM OFFICE OF EXECUTIVE COMMITTEE MEMBER

- 1) The rules for resignation or removal from office of a Member of the Management Committee (rule 12) apply for the resignation or removal from office of a Member of the Executive Committee.

20 VACANCIES ON EXECUTIVE COMMITTEE

- 1) If a casual vacancy happens on the Executive Committee, the members of the Management Committee may-
 - a) appoint another member of the Association to fill the vacancy until the next annual general meeting; or
 - b) in the case of the secretary exercise options available in 15 2).
- 2) The continuing members of the Executive Committee may act despite a casual vacancy on the Executive Committee.

21 ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

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

22 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 1) A written resolution signed by each member of the Management Committee for the time being entitled to receive notice of a Management Committee meeting is as valid and effectual as if it had been passed at a Management Committee meeting that was properly called and held.
- 2) A resolution mentioned in subsection 1) may consist of several documents in like form, each signed by 1 or more members of the Management Committee.

23 FIRST GENERAL MEETING

- 1) The first general meeting of the Management Committee must be held not less than 1 month, and not more than 3 months, after the day the Association is incorporated.
- 2) The Executive Committee must decide where the meeting is to be held.
- 3) The business to be conducted at the first general meeting must include the appointment of an auditor.

24 FIRST ANNUAL GENERAL MEETING

- 1) The first annual general meeting of the Association must be held within 18 months after the day the Association is incorporated.

25 SUBSEQUENT ANNUAL GENERAL MEETINGS

- 1) Each subsequent annual general meeting of the Association must be held -
 - a) at least once each year; and
 - b) within 6 months after the end of the Association's previous financial year.

26 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

- 1) The following business must be conducted at each annual general meeting -
 - a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Association for the last financial year;
 - b) receiving the auditor's report on the financial affairs of the Association for the last financial year;
 - c) presenting the audited statement to the meeting for adoption;
 - d) electing members of the Management Committee and the Executive Committee;
 - e) appointing an auditor;
 - f) other business of the Association.

27 SPECIAL GENERAL MEETING

- 1) The secretary may only call a special general meeting by giving members 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 members; or
 - ii) at least the number of members equal to double the number of members of the Association presently on the Executive Committee plus 1; or
 - c) being given a written notice of an intention to appeal against the decision of the management committee to-
 - i) reject an application for membership; or
 - ii) to terminate a member's membership.
- 2) A request mentioned in subsection (1) (b) must state-
 - a) why the special general meeting is being called; and
 - b) the business to be conducted at the meeting.

28 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 the members.
- 3) The Management Committee may decide the way in which the notice must be given.
- 4) However, notice of the following meetings must be given in writing-
 - a) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the management committee; or
 - b) a meeting called to hear and decide a proposed special resolution of the management committee.
- 5) A notice of a general meeting must state the business to be conducted at the meeting.

29 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

- 1) Subject to subsection 5), at a general meeting the lesser of -
 - a) the number of members equal to double the number of members of the Association presently on the Executive Committee plus 1; or
 - b) a simple majority of all membersform a quorum.
- 2) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- 3) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the executive committee or the Association, the meeting lapses.
- 4) If a quorum is not present 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, the meeting is to be adjourned to-

- a) the same day, time and place in the next week; or
 - b) a day, time and place decided by the executive committee.
- 5) If at an adjourned meeting, a quorum under subsection 1) is not present within 30 minutes after the time fixed for the meeting, the Members present form a quorum.
 - 6) The chairperson may, with the consent of any meeting at which a quorum is present, 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 subsection 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.
 - 10) In this rule "member" includes a person attending as a proxy.

30 PROCEDURE AT GENERAL MEETING

- 1) Subject to these rules, at each general meeting -
 - a) the chairperson or, if there is no chairperson or if the chairperson is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-chairperson is to preside as chairperson; and
 - b) if the vice-chairperson is absent or unwilling to act as chairperson, 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; and
 - d) each question, matter or resolution must be decided by a majority of votes of the members present; and
 - e) each member present and entitled 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; and
 - f) 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; and
 - g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
 - h) if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and
 - i) 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; and
 - j) a member may vote in person or by proxy or by attorney and:
 - i) on a show of hands, each person present who is a member or a representative of member has 1 vote; and
 - ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 vote; and
 - k) an instrument appointing a proxy must be in writing; and
 - i) if the appointor is an individual - signed by the appointor or the appointor's attorney properly authorised in writing; or
 - ii) if the appointor is a corporation - either under seal or signed by a properly authorised officer or attorney of the corporation; and
 - l) a proxy may be a member of the Association or another person; and
 - m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
 - n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form-

GOLD COAST CATCHMENT ASSOCIATION INC.

I, (full name) of (full residential address),
being a member of the Association, appoint of
(full name) as my proxy to vote for me on my behalf at
the general/annual general* meeting of the Association, to be held on the
(insert number) day of (insert month and year) and at any adjournment of the
meeting.

Signed this (insert number) day of (insert month and year).

Signature _____

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

*Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.); and

- o) each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
 - p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee Meeting, Executive Committee Meeting, General Meeting, Special General Meeting and Annual General Meeting are entered in a minute book; and
 - q) the secretary must ensure the minute book for each meeting is open for inspection at all reasonable times by any member who previously applies to the secretary for the inspection.
- 2) To ensure the accuracy of the minutes recorded under subsection 1) p) -
- a) the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy; and
 - b) the minutes of each General Meeting must be signed by the chairperson of the meeting, or the chairperson of the next General Meeting, verifying their accuracy; and
 - c) the minutes of each Annual General Meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a General Meeting or Annual General Meeting, verifying their accuracy.

31 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 two-thirds majority vote of the Members at a general meeting of the Association.

32 ALTERATION OF RULES

- 1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a General Meeting.
- 2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

33 COMMON SEAL

- 1) The Executive Committee must ensure the Association has a common seal.
- 2) The common seal must be -
 - a) kept securely by the Executive Committee; and
 - b) used only under the authority of the Executive Committee.
- 3) Each instrument to which the seal is attached must be signed by a member of the Executive Committee and countersigned by:
 - a) the secretary; or
 - b) another member of the Executive Committee; or
 - c) someone appointed by the Executive Committee.

34 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 executive 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) If an amount of \$100 or more is paid by cheque, the cheque must be signed by any 2 of the following-
 - a) the chairperson;
 - b) the secretary;
 - c) the treasurer;
 - d) another member authorised by the Executive Committee for the purpose.
- 5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- 6) A petty cash account must be kept on the imprest system, and the Executive Committee must decide the amount of petty cash to be kept in the account.
- 7) All expenditure must be approved or ratified at an Executive Committee meeting.
- 8) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
 - a) the income and expenditure for the financial year just ended;
 - b) the Association's assets and liabilities at the close of the year;
 - c) the mortgages, charges and securities affecting the property of the Association at the close of the year.
- 9) If the Association is incorporated within 3 months before the end of the Association's financial year, subsection (8) does not apply for the financial year in which the Association is incorporated.
- 10) The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- 11) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

35 DOCUMENTS

- 1) The executive committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

36 FINANCIAL YEAR

- 1) The financial year of the Association closes on the 30th of June in each year.

37 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 1) This section applies if the Association is wound-up under part 10 of the Act and has surplus assets.
- 2) The surplus assets must not be distributed among the Association members.
- 3) The surplus assets must be given to another entity -
 - a) having objects similar to the Association's objects; and
 - b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- 4) In this section "surplus assets" has the meaning given by section 92(3)11 of the Act..

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