

Constitution of Queensland Indoor Bowling Association Inc

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CONSTITUTION

1. INTERPRETATION

(1) In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

(a) at a management committee meeting, see rule 23(6); or

(b) at a general meeting, see rule 37(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.

1.2. NAME

The name of the incorporated association shall be Queensland Indoor Bowling Association Incorporated (or INC) (In these Rules called "**the Association**")

2.3. OBJECTS

The objects ~~for which the~~ of the Association ~~is established~~ are:

To foster and control the game of indoor bowls and without in any way limiting the generality of these objects to promote and make arrangements for matches of indoor bowls either social or competitive and to do all things incidental to or conducive to the attainment of these objects, and shall not interfere with the domestic affairs of affiliated Associations.

3. 4. POWERS

The powers of the Association are:

(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 take over the funds and other assets and liabilities of the ~~present~~ unincorporated association known as "Queensland Indoor Bowling Association".

~~(1) To take over the funds and other assets and the liabilities of the present unincorporated association known as "Queensland Indoor Bowling Association".~~

~~(2) To subscribe to, become a member of and cooperate with any other association, club or organization, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10);~~

~~(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;~~

~~(4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purpose of, or capable of being conveniently used in connection with, any of the objects of the Association: Provided that in case the Association shall take or hold any~~

- property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
- (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;
- (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
- (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;
- (8) 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;
- (9) 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;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated association's property or assets present or future and to purchase, redeem or pay off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14) 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;
- (15) To take or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any moneys due to the Association from purchasers and others;
- (16) To take any gift or property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the proviso in sub-rule (4);

- (17) 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;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects;
- (19) In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of rule 28 (10);
- (20) 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;
- (21) In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate;
- (22) To make donations for patriotic, charitable or community purposes;
- (23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- (24) 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.

4. 5. CLASSES OF MEMBERS

- (1) The membership of the Association shall consist of:
 - (i) Association members;
 - (ii) Honorary Life Members;
- (2) The number of Association Members and Life Members shall be unlimited.
- (3) Association Members shall be those indoor bowling Associations as shall have affiliated with the Association. Each Association Member shall appoint up to 3 delegates from amongst its own members to represent it at general meetings of the Association with full voting rights. Association Members shall notify the Association in writing of the appointment of their delegates and may, from time to time, in writing revoke such appointment and substitute other delegates. All delegates must be financially registered players of Q.I.B.A. (INC).
- (4) Honorary Life Members shall be persons granted membership by the Association on the recommendation of the Executive for meritorious service to and on behalf of the Association. Honorary Life Members shall have no voting rights.

(1) The membership of the association consists of ordinary members, and any of the following classes of members- Honorary Life Member, Honorary Member, Volunteer Member.

	CATEGORY	DEFINITION	VOTING RIGHTS
1	Ordinary Member	Affiliated associations and independent clubs. Each Association Member shall appoint up to 3 delegates from	Yes

		amongst its own members to represent it at general meetings of the Association. All delegates must be financially registered players of Q.I.B.A. (INC).	
2	Honorary Life Member	Person granted membership by the Association at an annual general meeting, for meritorious service to and on behalf of the Association, and appointed according to the current By-Laws.	No
3	Honorary Member	Person or organisation invited to membership by the Association at a general meeting, for such period as may be deemed appropriate, and appointed according to the current By-Laws.	No
4	Volunteer Member	A volunteer working with the Association (must be over 18 years of age)	no

(2) The number of ordinary, Honorary Life, Honorary and Volunteer members is unlimited.

5- 6. MEMBERSHIP

- (1) Every Association member who, at the date of Incorporation of the Association was a member of the unincorporated Association, shall be admitted automatically to the same class of membership of the Association as that member held in the unincorporated Association.
- (2) All application for Association membership shall be made in writing, signed by the Secretary and in such form as the Management Committee from time to time shall prescribe.
- (3) The Management Committee shall set out the method of dealing with nominations for Life Membership, and recommendations by the Management Committee shall be dealt with at any Annual General Meeting.
- (4) All Indoor Bowling Associations and Clubs have the right to apply for membership.

6- 7. MEMBERSHIP FEES

- (1) The membership fees shall be such amount as the members from time to time at any Annual General Meeting, so determine.
- (2) Fees shall be payable on or before the thirty-first day of March in each year.

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.~~
- ~~(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.~~
- ~~(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. ADMISSION AND REJECTION OF MEMBERS

- (1) The management committee must consider an application for membership at the next committee 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 applicant applies to become a member of the association, and before the management committee considers the applicant's application, the applicant 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 management committee must decide at the meeting whether to accept or reject the application.
- (4) If a majority of the members of the management committee present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member for the class of membership applied for.
- (5) The secretary of the association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

TERMINATION OF MEMBERSHIP

- ~~8. (1) A member may resign from the Association at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.~~
- ~~(2) If a member—~~
- ~~(i) fails to comply with any of the provisions of these Rules; or~~
 - ~~(ii) has membership fees in arrears for a period of 21 days or more; or~~
 - ~~(iii) conducts itself in a manner considered to be injurious or prejudicial to the character or interest of the Association;~~
- ~~The Management Committee shall consider whether its membership shall be terminated.~~
- ~~(3) The member concerned shall be given a full and fair opportunity of presenting its case and if the Management Committee resolves to terminate its membership it shall instruct the secretary to advise the member in writing accordingly.~~

9. 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 management committee may 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.
- (4) Before the management committee terminates a members 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.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

~~9. (1) An applicant whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of its intention to appeal against the decision of the Management Committee.~~

~~(2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present its case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.~~

~~(3) Where an applicant whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.~~

10. 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 members 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 receiving the notice, call a general meeting to decide the appeal.

11. GENERAL MEETING TO DECIDE APPEAL

(1) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.

(2) 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.

(3) Also, the management committee and the members of the committee who rejected the application or terminated the membership must be given a full and fair opportunity to show why the application should be rejected or the membership should be terminated.

(4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.

(5) If a member whose application for membership 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 membership fee paid by the member.

REGISTER OF MEMBERS

~~10. (1) The Management Committee shall cause a Register to be kept in which shall be entered the names and official addresses of all associations admitted to membership of the Association and the dates of their admission.~~

~~(2) Particulars shall also be entered into the Register of resignations, terminations and reinstatement of membership and any further particulars as the Management Committee or the members at any General meeting may require from time to time.~~

~~(3) The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.~~

11. 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 address of the member;
- (c) the date of admission as a member;
- (d) the date 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.

(5) However, the management committee may, on the application of a member of the association, withhold information about the member from the register available for inspection if the management committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

12. PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

(1) A member of the association must not—

- (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, charitable or commercial 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, charitable or commercial purposes.

(2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association.

11. 13. MEMBERSHIP OF MANAGEMENT COMMITTEE

(1) The Management Committee shall consist of Patron, President, Senior Vice President, two Vice Presidents, Treasurer, Secretary, Assistant Secretary and Publicity Officer and Immediate Past President all of whom shall be members of an Affiliated Association.

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

14. ELECTING THE MANAGEMENT COMMITTEE

~~(3) The election of officers and other members of the Management Committee shall take place in the following manner:~~

(1) An office bearer of the management committee may only be elected as follows:

- (a) Any two registered players of the Association shall be at liberty to may nominate any other registered player to serve as an officer bearer of the Management Committee;
- (b) The nomination, which shall be in writing and signed by the registered player and his proposer and seconder, shall be lodged with the secretary at least six weeks before the annual general meeting at which the election is to take place;
- (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 6 weeks before the annual general meeting at which the election is to be held;
- (c) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted or emailed to Associations members with the agenda for the annual general meeting.
- (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each delegate or office bearer present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order.
- (e) Each delegate or office bearer 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 maybe taken from the floor of the meeting.

12. Any office bearer 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 date or such office bearer may be removed from office at a general meeting of the Association where that office bearer shall be given the opportunity to fully present his case. The question of removal shall be determined by the vote of the delegates and office bearers present at such a general meeting.

15. Resignation, removal or vacation of office of management committee Office Bearer

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

13 16. VACANCIES ON MANAGEMENT COMMITTEE

~~13. Vacancies on the Committee of Management must be filled by vote of the delegates at the next delegates meeting, not by the Committee of Management.~~

(1) If a casual vacancy happens on the management committee, the continuing office bearers of the committee may appoint another registered player of the association to fill the vacancy until the next annual general meeting.

(2) The continuing office bearers 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 24(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.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

~~14 17.~~ (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, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note - The Act prevails if the association rules are inconsistent with the Act, see section 1B of the Act.

(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~~ decide, and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way. ~~and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;~~

(b) ~~to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and~~

(c) to invest in such manner as the members of the Association may from time to time determine.

(d) ~~except that any motion moved and carried by the delegates must not be altered in any way or overturned by the Committee of Management.~~ MOVE TO OPERATIONAL PROCEDURES

MEETINGS OF MANAGEMENT COMMITTEE

18. MEETINGS OF THE 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 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) 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.

~~15. (1) The Management Committee shall meet at least once every two calendar months to exercise its functions.~~

~~(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.~~

~~(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.~~

~~(4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit: Provided that questions arising at any meeting of the Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.~~

~~(5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.~~

~~(6) Not less than fourteen days notice shall be given by the secretary to members of the Management Committee of any special meeting of Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.~~

~~(7) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Senior Vice-President shall be Chairman or if the Senior Vice-President is not present at the meeting then the members may choose~~

one of the Vice Presidents to be Chairman of the meeting and if no such officer is present then the members may choose one of their number to be Chairman of the meeting.

(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 same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

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.

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

(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. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

18. 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 or more members of the Management Committee.

19. QUORUM FOR, AND ADJOURNMENT OF, MANAGEMENT COMMITTEE MEETINGS

(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.

20. 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.

21. MINUTES OF MANAGEMENT COMMITTEE MEETINGS

(1) The Assistant Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are entered in a minute book.

(2) To ensure the accuracy of the minutes, 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.

22. APPOINTMENT OF SUB-COMMITTEES

(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.

23. ACTS NOT AFFEDED 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.

24. 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.

ANNUAL GENERAL MEETING

~~19. The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Associations, and at such place as the Management Committee may determine.~~

25. 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.

20. ANNUAL GENERAL MEETING

~~(1) The annual general meeting shall be held at 7.30pm on the first Saturday in February in each and every year at a different venue each year on a roster system and one calendar months notice of such meeting shall be given by the secretary to all affiliated association by notice in writing.~~

26. SUBSEQUENT ANNUAL GENERAL MEETINGS

Each subsequent annual general meeting must be held:

(1) on the first Saturday in February in each and every year at a different venue each year on a roster system and one calendar months notice of such meeting shall be given by the secretary to all affiliated associations members by notice in writing, and in accordance with any timeframes stipulated in the current By-Laws.

(a) Only 3 delegates of each affiliated association and all management committee shall have the right to vote at the A.G.M. or any special meeting of the association; however, any retiring office bearer who has been defeated in a ballot for his position or retires from office shall retain the right to cast a vote for the remainder of the A.G.M. whereat he loses or retires from his position. **MOVED FURTHER DOWN (30)**

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

MOVED FURTHER DOWN – SEE #27

~~(2) (a) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the association for the preceding financial year;~~

~~(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; and~~

~~(d) the appointment of an auditor.~~

27. BUSINESS TO BE CONDUCTED AT EVERY ANNUAL GENERAL MEETING SHALL BE:

(a) receiving the association's financial statement, and audit report, for the last reportable financial year;

(b) presenting the financial statement and audit report to the meeting for adoption;

(c) electing members of the management committee;

(d) appointing an auditor or an accountant for the present financial year;

27. VOTING AT AN ANNUAL GENERAL MEETING

Only 3 delegates of each affiliated association and all management committee shall have the right to vote at the A.G.M. however, any retiring office bearer who has been defeated in a ballot for his position or retires from office shall retain the right to cast a vote for the remainder of the A.G.M. whereat he loses or retires from his position.

21. The secretary shall convene a special general meeting:

- (a) when directed to do so by the Management Committee; or
- (b) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. 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; or
- (c) on being given a 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. **MOVED FURTHER DOWN – SEE #31**

GENERAL MEETINGS

27. NOTICE OF GENERAL MEETING

~~23. (1) The secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.~~

~~(2) The manner by which such notice shall be given shall be determined by the Management Committee; Provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.~~

- (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, and in accordance with any timeframes stipulated in the current By-Laws.
- (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.

~~22. (1) At any general meeting the number of delegates and office bearers required to constitute a quorum shall be double the number of office bearers presently on the Management Committee plus one.~~

~~(2) No business shall be transacted at any general meeting unless a quorum of delegates is present at the time when the meeting proceeds to business, for the purposes of this rule "delegate" includes a person attending as a proxy or as representing a corporation which is a member.~~

~~(3) 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 the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and 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 delegates and office bearers present shall be a quorum.~~

~~(4) The chairman may, with the consent of any meeting at which 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 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.~~

~~Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.~~

28. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

(1) The quorum for a general meeting shall be double the number of Office Bearers presently on the management committee plus 1.

(2) No business may be conducted at a general meeting unless there is a quorum of delegates 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 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 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.

29. PROCEDURE AT A GENERAL MEETING

~~24. Unless otherwise provided by these Rules, at every general meeting:~~

(1) A member may take part and vote in a general meeting in person, by proxy, 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.

~~(1) the President shall preside as Chairman, or if there is no President, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Senior Vice-President shall be the chairman or if the Senior Vice-President is not present or is unwilling to act then the members present shall elect one of the Vice-Presidents to be Chairman of the meeting and if no such officer is present then the members shall elect one of their number to be chairman of the meeting.~~

~~(2) the Chairman shall maintain order and conduct the meeting in a proper and orderly manner;~~

(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 Senior Vice-President shall be the chairman or if the

Senior Vice-President is not present or is unwilling to act then the members present shall elect one of the Vice-Presidents to be Chairman of the meeting and if no such officer is present then the members shall elect one of their number to be chairman of the meeting.

(c) the chairperson must conduct the meeting in a proper and orderly way.

24. 30. VOTING AT A GENERAL MEETING

- (1) ~~(3)~~ Every question, matter or resolution shall be declared by a majority of votes of the delegates and office bearers present;
- (2) ~~(4)~~ Every delegate and office bearer present shall be entitled to one vote and in the case of an equality of votes the Chairman shall have a second or casting vote;
- (3) No member shall be entitled to vote at any general meeting if ~~his~~ their annual subscription is more than one month in arrears at the date of the meeting;

Only 3 delegates of each affiliated association and all management committee shall have the right to vote at a general or any special meeting of the association.

- (4) Voting shall be by show of hands or a division of delegates and office bearers, unless not less than ~~one fifth~~ 20% of the delegates and office bearers present demand a ballot, in which event there shall be a secret ballot.
- (5) The Chairman shall appoint two delegates or office bearers to conduct the secret ballot in such manner as he shall determine.
- (6) the result of the ballot as declared by the Chairman shall be deemed to be a resolution of the meeting at which the ballot was demanded.

~~21. The secretary shall convene a special general meeting:~~

- ~~(a) when directed to do so by the Management Committee; or~~
- ~~(b) on the requisition in writing signed by not less than one third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. 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; or~~
- ~~(c) — on being given a 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.~~

31. 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 Office Bearers 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 Office Bearers on the management committee when the request is signed plus 1;or
 - (c) being given a written notice of an intention to appeal against the decision of the management committee—
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.

- (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
 - (c) is given the written notice of an intention to appeal mentioned in subrule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

24(6) 32. PROXIES

- ~~(6) (a) a delegate or office bearer may vote in person or by proxy or by attorney and on a show of hands every person present who is a delegate or office bearer or a representative of a member shall have one vote and in a secret ballot every delegate or office bearer present in person or by proxy or by attorney or other duly authorised representative shall have one vote;~~
- ~~(b) (1) Only Associations in attendance have the right to apply for proxy votes up to their allowable number. A letter of request for proxy votes for their Association to be sent to QIBA secretary seven (7) days prior to meeting.~~
- ~~(2) Associations not attending meeting can only vote on matters on agenda by letter. A request for proxy votes with their voting requirements to be sent to QIBA secretary seven (7) days prior to meeting.~~
- (1) (a) a delegate or office bearer may vote in person or by proxy or by attorney
- (b) on a show of hands every person present who is a delegate or office bearer or a representative of a member shall have one vote
- (c) in a secret ballot every delegate or office bearer present in person or by proxy or by attorney or other duly authorised representative shall have one vote;
- (2) (a) Only Associations in attendance have the right to apply for proxy votes up to their allowable number. A letter of request for proxy votes for their Association to be sent to QIBA secretary seven (7) days prior to meeting.
- (b) Associations not attending meeting can only vote on matters on agenda by letter. A request for proxy votes with their voting requirements to be sent to QIBA secretary seven (7) days prior to meeting.
- ~~(7) the instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of his attorney duly authorised in writing or, if the appointer is a corporation, either under seal or under the hand of an officer or attorney duly authorised. proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;~~
- ~~(8) 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:~~

~~Queensland Indoor Bowling Association Incorporated (or INC)~~

~~_____ being a member of the above named Association,
hereby appoint _____ of _____ or~~

~~failing him, _____ of _____ as
my proxy to vote for me on my behalf at the (annual) general meeting of the
Association, to be held on the day of _____, 2_____ and at any
adjournment thereof.~~

~~Signed this _____ day of _____, 2_____~~

~~Signature: _____~~

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

~~*Strike out whichever is not desired. (Unless otherwise instructed, the proxy may vote
as he thinks fit.);~~

(1) An instrument appointing a proxy must be in writing and be in the following or similar form—
Queensland Indoor Bowling Association Incorporated (or Inc.):

I, _____ being _____
(authorised person) (Official position)

of _____ Association/Club,

being a financial member of the Queensland Indoor Bowling Association Inc. hereby appoint

_____ as our proxy to vote on our behalf at the

Annual General Meeting and/or General meeting held on the _____ day of _____

20____ or at any adjournment of that meeting, or failing him/her by _____.

Signature of person applying for proxy votes.

Date

~~24 (9) the instrument appointing a proxy shall be deposited with the secretary (7) seven
days prior to the commencement of any meeting or adjourned meeting at which the
person named in the instrument proposes to vote; and~~

(2) The instrument appointing a proxy must—

(a) if the appointor is an individual—be signed by the appointor or the appointor's attorney
properly authorised in writing; or

(b) if the appointor is a corporation—

(i) be under seal; or

(ii) be signed by a properly authorised officer or attorney of the corporation.

(3) A proxy may be a registered player of the association or another person.

(4) The instrument appointing a proxy is taken to confer authority to demand or join in demanding
a secret ballot.

(5) 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.

(6) Unless otherwise instructed by the appointor, the proxy may vote as the proxy considers
appropriate.

(7) If a member wants a proxy to vote for or against a resolution, the instrument appointing the
proxy must be in the following or similar form;

Queensland Indoor Bowling Association Incorporated (or Inc.):

I, _____ being _____
(Name) (Official position)

of _____ Association
being a financial member of the Queensland Indoor Bowling Association Inc. hereby apply
to have _____ proxy vote/s at the Annual General Meeting and/or General meeting held
on the _____ day of _____ or at any
adjournment of that meeting, to be voted on behalf of the above named Association by
_____ or failing him/her by _____

Signature of person applying for proxy votes.

Date

This form is to be used *in favour of/*against [*strike out whichever is not wanted*] the
following resolutions—
[List relevant resolutions]

33. MINUTES OF MEETINGS

~~(10) 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 applied to the secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting.~~

~~Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.~~

(1) The Assistant Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each annual general meeting, general meeting and management committee meetings are entered in a minute book.

(2) To ensure the accuracy of the minutes—

(a) 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

(b) 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.

(c) the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting, verifying their accuracy

(3) If asked by a member of the association, the secretary must, within 28 days after the request is made—

- (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
 - (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

34. BY-LAWS

- 25. (1)** 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
- (2)** Any bylaw may be set aside ~~by a general meeting of members.~~ by a vote of members at a general meeting of the association.

35. ALTERATION OF RULES

- 26. (1).** Subject to the provisions of the ~~Associations Incorporation Act 1981~~, these Rules may be amended, rescinded or added to ~~from time to time~~ by a special resolution carried at an annual meeting by $\frac{3}{4}$ of the voting power:
- (2)** Provided that no such amendment, rescission or addition shall be valid unless the same ~~shall have been previously submitted to and approved by the Office of Fair Trading, Brisbane.~~ is registered by the Secretary with the Office of Fair Trading.

COMMON SEAL

- 27.36.** ~~The Management Committee shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.~~
- (1) The management committee must ensure the association has a common seal.
 - (2) The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
 - (3) Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by—
 - (a) the secretary; or
 - (b) another member of the management committee; or
 - (c) someone authorised by the management committee.

FUNDS AND ACCOUNTS

- 28-37. (1)** ~~The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct. 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) ~~Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.~~
 - (3) ~~All moneys shall be banked as soon as practicable after receipt thereof. All amounts must be deposited in the financial institution account as soon as practicable after receipt.~~

- ~~(4) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee. A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.~~
- (5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any 2 of the following—
- (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 sign cheques issued by the association.
- ~~(6) However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.~~
- ~~(5) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.~~
- ~~(6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system. A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.~~
- ~~(7) All expenditure shall be approved or ratified at a Management Committee meeting.~~

38. GENERAL FINANCIAL MATTERS

- ~~(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.~~
- (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 objects and exercising the association's powers.

~~(9) (3) All such statement shall be examined by the auditor who shall present his report upon such audit to the secretary prior to the holding of the annual general meeting next following the financial year in respect of which such audit was made.~~

~~(10) (4) The income and property of the Association whence-soever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or~~

repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

39. DOCUMENTS

DOCUMENTS

~~29.~~ The Management Committee shall provide for the safe custody of books, documents, instruments of title and securities of the Association.

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

40. FINANCIAL YEAR

FINANCIAL YEAR

~~30.~~—The financial year of the Association shall close on 31st December in each year.

41. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHE ENTITY

DISTRIBUTION OF SURPLUS ASSETS

~~31.~~ If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall 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 28 (10), such institution or institutions to be determined by the members of the Association.

(1) This rule applies if the association—

- (a) is wound-up under part 10 of the Act; and
- (b) has surplus assets.

(2) The surplus assets must not be distributed among the members of the association.

(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 rule— **surplus assets** see section 92(3) of the Act..