

U3A SUNSHINE COAST INCORPORATED CONSTITUTIONAL RULES

1. Name

The name of the incorporated Association shall be the University of the Third Age, Sunshine Coast Incorporated, with an abbreviated title of U3A Sunshine Coast Inc. and in these rules called 'the Association'.

2. Definitions

2.1 For the purpose of the Constitutional Rules:

- a. 'Association' means U3A Sunshine Coast Inc.
- b. 'U3A' means University of the Third Age; a learning community organised by and for people who are in active retirement.
- c. 'Third Age' generally means that stage of life when full time employment has ceased, major family responsibilities have been met and 'active retirement' prevails.
- d. 'Ordinary Member' means a person who meets the eligibility criteria and is a financial member.
- e. 'Honorary Member' means a person who is not required to pay fees and is not entitled to vote.
- f. 'Life Member' means a person who is granted membership for life without payment of any application &/or membership fee, is entitled to vote and is eligible for nomination to any office in the Association.
- g. 'Immediate Past President' means the outgoing President.
- h. 'Chairman' wherever used in these Rules, shall mean the person in charge of a meeting of the Association, or any of its Committees, regardless of their sex.

3. Aim

3.1 The Association's aim is to provide members with the stimulus of mental and physical activity and the satisfaction of a continuing contribution to society. Membership of the Association will enable members to take up new interests and to extend old interests, while offering the joy of learning for learning's sake, unrestricted by the requirements of vocation or the desire for qualifications; and it will do so, principally, by drawing upon the extensive experience, skills and energies of members. The Association is a mutual-aid movement – a modern community of scholars, in the broadest sense of the phrase, catering primarily for those people in the Third Age of life.

4. Powers of the Association

4.1 The Association has the powers of an individual.

4.2 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.

4.3 The Association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5. Objectives

5.1 The objectives of the Association are:

- a. To provide members with academic, cultural, recreational and social programmes which offer stimulation and development.

- b. To provide facilities for members, irrespective of background, qualification or financial circumstances, for the enhancement of their knowledge &/or the broadening of their intellectual horizons.
- c. To create an Association wherein co-operative investigation of a topic or area of mutual interest is a major focus of activities, and where experience and expertise are freely shared.
- d. To operate in such ways that learning is pursued without reference to entry criteria, qualifications, assessments or awards.
- e. To operate at all times in a non-political and non-sectarian manner.
- f. To act with other organisations to improve the status and position of seniors in the community.
- g. To exchange ideas and resources with other Universities of the Third Age, both in Australia and overseas.
- h. To encourage the extension of Universities of the Third Age throughout Australia.

6. Guiding Principles

- 6.1 The Association shall be managed by a Management Committee elected in accordance with Rule 13 within the following guiding principles.
- a. Members will be encouraged to learn to teach, or in other ways to assist in the operation of the Association.
 - b. No salary will be paid to members or other participants for their contribution as tutors, discussion leaders, convenors, organisers or office bearers. However, an honorarium may be paid at the discretion of the Management Committee.
 - c. No member shall benefit financially by Association membership, other than by receiving an honorarium.
 - d. Any person may join the Association subject to their satisfying the Third Age eligibility criteria in Rule 2(c). However membership applications from prospective members who do not meet the general criteria shall be evaluated by the Management Committee and acted upon accordingly.
 - e. There will be neither pre-requisites for participation nor assessments of performance.
 - f. The Association will be financed principally by annual membership fees at a level designed to meet operational costs. Any other support; financial or in kind, will be accepted only on the condition that the Association remains independent of the support source.
 - g. Where an identifiable cost is incurred in conducting any programme or learning activity, the Management Committee may require a payment to be made by participants in that particular programme or activity to defray this cost. Such payment shall be limited to the recovery of the cost incurred.
 - h. The Management Committee may from time to time seek funds from other sources &/or approve such fund raising functions as it may consider will be beneficial in achieving the objectives of the Association.
 - i. The programme of activities will be as broad as the resources of the Association permit subject to overall guidelines.
 - j. The form each activity takes and the standard at which it is conducted will be set by mutual agreement between respective tutors and the Management Committee.

7. Powers of the Management Committee

- 7.1 The Management Committee of the Association shall have the following powers with respect to the conduct of Association business:
- a. To buy, sell &/or deal in all kinds of articles, commodities and provisions, both liquid and solid.
 - b. To purchase, lease, exchange, hire &/or otherwise acquire any land, buildings, easements or property, real or 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 objectives of the Association; provided that if the Association takes or holds any property which may be subject to any trusts, the Association shall only deal with the same in such a manner as is allowed by law, having regard to such trusts.

- b. To enter into any arrangements with any government body or authority that are incidental or conducive to the attainment of the objectives of the Association; to obtain from any such government body or authority any rights, privileges and concessions which are desirable to obtain; to carry out, exercise and comply with any such arrangements, rights, privileges and concessions.
- c. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences, which may directly or indirectly 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.
- d. 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.
- e. 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 monies and further advances borrowed or to be borrowed 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.
- f. To take any gift of property whether subject to any special trust or not, but subject always to the provisions of Rule 7.b
- g. 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 form of donations, annual subscriptions or otherwise.
- h. To make such donations for charitable or community purposes or such causes as may be deemed to be appropriate.
- i. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purpose of the Association.
- j. To remunerate any person or body corporate for such 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 or debentures or other securities of the incorporated Association or promotion or in the furtherance of its objectives.
- k. To print and publish any newsletters, periodicals, books or leaflets that the Association may think desirable for the promotion of its objectives.
- l. To undertake any other activity which is conducive to the attainment of the objectives and the exercise of the powers of the Association.

8. Membership

8.1 The membership of the Association shall consist of Ordinary members and either of the following classes of members;

- a. Honorary; and
- b. Life

'Ordinary Member' means a person who has entered the Third Age as defined in Rule 2c, has been accepted for membership in accordance with these rules and is a financial member.

'Honorary Member' means a person who does not qualify as an Ordinary Member but to whom the members of the Association wish to grant limited memberships.

'Life Member' means a current or former member whose contribution to the Association has been outstanding, who is granted membership for life without payment of any application and/or membership fees, who is entitled to vote at meetings of the Association and is eligible for nomination to any office of the Association.

This rule shall be read in conjunction with Rules 2c, 2d, 2e, 2f, 8.4 and 9.4

The number of Ordinary members shall be unlimited. The number of honorary members shall be determined by the Management Committee. The number of Life members shall be limited to two at any one time.

- 8.2 The normal duration of membership shall be for the period 1 January to 31 December. Those joining after 1 October shall have their membership rights extended to 31 December of the following year.
- 8.3 The annual membership fee is due and payable on 1 January in any one year.
- 8.4 Every application for membership shall be made via the management system on our website, with the Terms & Conditions agreed to, and the membership fee paid before the applicant is accepted as a U3A Sunshine Coast member for the initial membership period. The Management Committee may determine the acceptance or rejection of any application.
- 8.5 If membership lapses, the applicant must apply for membership as a new member.
- 8.6 The membership fee shall be such sum as the members may determine at any general meeting.
- 8.7 A financial member at any time is a member who is not then indebted to the Association for any membership fee, levy or other payment.
- 8.8 Only financial members shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any meeting of the Association.

9. Admission and Rejection of Members

- 9.1 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 may be considered by the Management Committee, which shall determine the admission or rejection of the applicant.
- 9.2 The Management Committee shall ensure that the value of the Association's current public liability insurance is displayed in its website.
- 9.3 A person may be granted Life Membership only after being nominated and seconded by financial members, and approved by a majority vote at a General Meeting.

10. Termination of Membership

- 10.1 If a Member:
 - a. is convicted in a Court of Law of any indictable offence; or
 - b. fails to comply with any provision of these Rules; or has membership fees in arrears for a period of two (2) months or more; or
 - c. conducts himself or herself in a manner to be considered injurious or prejudicial to the character or interests of the Association; the Management Committee shall consider whether his or her membership shall be terminated.
- 10.2 Before the Management Committee terminates a member's membership, the Committee shall give the member a full and fair opportunity to show why the membership should not be terminated.
- 10.3 If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the Committee shall give the member a written notice of the decision.

11. Appeals

- 11.1 A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the Secretary written notice of his or her intention to appeal against the decision of the Management Committee.
- 11.2 Upon receipt of a notification of intention to appeal against rejection or termination of

membership, the Secretary shall convene, within three (3) months of the date of receipt of such notice, a General Meeting to determine the appeal.

- 11.3 At any such meeting the applicant shall be given the opportunity to present his or her case, and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall have the opportunity to present the counter case.
- 11.4 The appeal shall be determined by majority vote of those financial members present.
- 11.5 Where a person whose application is rejected does not appeal against the decision of the Management Committee within the time prescribed by these Rules, or so appeals but the appeal is unsuccessful, the Association shall forthwith refund the amount of any fee paid.

12. Register of Members

- 12.1 The Management Committee shall keep a register of the names and contact details of all persons admitted to membership of the Association and the dates of their admission.
- 12.2 The particulars shall also be entered of any termination of membership, and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.
- 12.3 The register of members shall be open for inspection at all reasonable times by any financial member who applies to the Secretary in writing for such inspection.
- 12.4 However, the Management Committee may, on the application of a member of the Association, withhold information about the member (other than the members full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

13. Membership of the Management Committee

- 13.1 A Management Committee shall be elected in accordance with these Rules at each Annual General Meeting. The Management Committee of the Association shall consist of at least nine (9) members, but not more than twelve (12) members plus an Immediate Past President. It shall include a President, Vice-President, Secretary and Treasurer who will constitute the Executive of the Management Committee.
- 13.2 It shall be the duty of the Executive Committee to transact any urgent business of the Association that may arise between Management Committee meetings and to submit a report of any such business transacted by it to the next meeting of the Management Committee, provided always that the Executive Committee shall not incur expenditure in excess of five thousand dollars (\$5,000.00).
- 13.3 At the Annual General Meeting of the Association, all members of the current Management Committee shall retire from office but shall be eligible, upon nomination, for re-election.
- 13.4 The above provision shall not apply to allow a member to hold the position of President for a longer period than three (3) years consecutively.
- 13.5 The Immediate Past President shall hold that position only until the next Annual General Meeting at which a President is appointed.
- 13.6 The Immediate Past President may not nominate for a position on the Executive of the Management Committee for the year immediately following the tenure as Immediate Past President.
- 13.7 The election of officers and other members of the Management Committee shall take place

in the following manner:

- a. Any two (2) members of the Association may nominate other members to serve as officers or other members of the Management Committee.
- b. Each nomination, which must be in writing and be signed by the member and his/her proposer and seconder, must be lodged with the Secretary at least 21 days prior to the Annual General Meeting at which the election is to take place.
- c. A list of candidates, together with a brief profile of their past positions in any office, and the names of the members who nominated each candidate, must be displayed at the registered office and on the website of the Association for at least 14 days immediately preceding the election.
- d. Balloting lists shall be prepared if necessary, containing the names of the candidates in alphabetical order and each financial member present at the Annual General Meeting shall be entitled to record one (1) vote against each nomination.
- e. Nominations may be taken from the floor of the meeting to fill any vacancy for which no written nomination has been received.
- f. The management committee shall ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised of the amount of the Association's public liability insurance.

14. Resignation/Termination of Management Committee Members

- 14.1 Any member of the Management Committee may resign at any time from membership of the Committee, by notice in writing to the Secretary, but such resignation shall only take effect at the time when such notice is received by the Secretary, unless some later time is specified in the notice, when it shall take effect on that later date. Moreover, any member of the Management Committee may be removed from office at a General Meeting of the Association convened for that purpose. At any such meeting, the member shall be given the opportunity of fully presenting his or her case, either orally or in writing or partly by either of these means.
- 14.2 The question of removal shall be determined by the majority vote of the financial members present at such meeting.
- 14.3 There will be no right of appeal against a member's removal from office under this rule.

15. Appointment or election of Secretary

- 15.1 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. a member of the Association, elected by the Association as Secretary; or
 - b. any of the following persons appointed by the Management Committee as Secretary:
 - (i) a member of the Associations management committee;
 - (ii) another member of the Association.
- 15.2 If a vacancy happens in the office of Secretary, the members of the Management Committee shall ensure a Secretary is appointed or elected for the Association within one (1) month after the vacancy happens.
- 15.3 If the Management Committee appoints a person mentioned in sub-rule 15.1, b, (ii) as Secretary, other than to fill a casual vacancy on the Management Committee, the person does not become a member of the Management Committee.
- 15.4 However, if the Management Committee appoints a person mentioned in sub-rule 15.1, b, (ii) as Secretary to fill a casual vacancy on the Management Committee, the person becomes a member of the Management Committee.
- 15.5 In this rule – casual vacancy, on a Management Committee, means a vacancy that happens when an elected member of the Management Committee resigns, dies or otherwise stops holding office.

16. Removal of Secretary

- 16.1 The Management Committee of the Association may at any time remove a person appointed by the Committee as the Secretary:
- 16.2 If the Management Committee removes a Secretary who is a person mentioned in rule 15.1, b, (i), the person remains a member of the Management Committee.
- 16.3 If the Management Committee removes a Secretary who is a person mentioned in rule 15.1, b, (ii), and who has been appointed to a casual vacancy on the Management Committee under rule 15.5, the person remains a member of the Management Committee.

17. Functions of Secretary

- 17.1 The Secretary's functions include, but are not limited to:
 - a. calling meetings of the Association, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the President of the Association; and
 - b. keeping minutes of each meeting; and
 - c. keeping copies of all correspondence and other documents relating to the Association; and
 - d. maintaining the register of members of the Association.
- 17.2 On written request of a financial member of U3ASC, making available at the office of U3ASC such minutes, financial statements and books of record as requested to the said member within one (1) calendar month of receipt of such request.

18. Vacancies on Management Committee

- 18.1 The Management Committee shall have the power to appoint a financial member, who may or may not be a member of the Management Committee, to fill any casual vacancy on the Committee until the next Annual General Meeting. Any member so appointed shall retire at the next Annual General Meeting but shall be eligible for election as a member of the Committee at such meeting.

19. Function and Powers of the Management Committee

- 19.1 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 rule on any matter relating to the Association on which these rules are silent, but any interpretation shall have regard to the Act, including any regulation made under the Act; and
 - c. May exercise all powers of the Association as contained in Rule 7.

20. Meetings of the Management Committee

- 20.1 The Management Committee shall meet at least once in every two (2) calendar months to exercise its functions:
 - a. The Management Committee shall decide how a meeting is to be called
 - b. Notice of a meeting is to be given in the way decided by the Management Committee
 - c. The Management Committee may hold meeting, or permit a Committee member to take part in its meeting, by using any technology that reasonably allows the member to hear and take part in discussions as they happen
 - d. A Committee member who participates in the meeting as mentioned in sub-rule c. is taken to be present at the meeting
- 20.2 At every meeting of the Management Committee, one half of the members presently on the Committee plus one shall constitute a quorum.
- 20.3 Subject to the provisions of these rules the Committee may meet together and regulate its

proceedings as it thinks fit provided that motions shall be decided by a majority of votes. In the case of an equality of votes on any motion the motion shall be decided by the extra or casting vote of the Chairman.

- 20.4 A written resolution signed, or an email received from a majority of the Management Committee members, is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- 20.5 A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which that member is interested or any matter arising therefrom.
- 20.6 The President shall preside as Chairman at every meeting of the Management Committee. If there is no President or if at any meeting he or she is not present within ten (10) minutes after the time appointed for holding the meeting the Vice-President shall be Chairman. If the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- 20.7 If within ten (10) minutes 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. If at the adjourned meeting a quorum is not present within ten (10) minutes from the time appointed for the meeting the meeting shall lapse.

21. Sub-Committees

- 21.1 The Management Committee may appoint Sub-committees consisting of such members of the Association as the Management Committee thinks fit. Any Sub-committee shall, in carrying out its duties, conform to any regulations imposed by the Management Committee.
- 21.2 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 (10) minutes after the time appointed for holding the meeting, the members present may choose one of their number to be the Chairman of the meeting.
- 21.3 A Sub-committee may meet and adjourn as it thinks proper. Motions arising at any meeting shall be determined by a majority of votes of the Sub-committee members present. In the case of an equality of votes the motion shall be decided by the extra or casting vote of the Chairman.
- 21.4 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.

22. Annual General Meetings

- 22.1 Subject to these rules, the Annual General Meeting shall be held within six months of the close of the financial year.
- 22.2 The business to be transacted at every Annual General Meeting shall be:
 - a. The receiving of the Committee reports and the Balance Sheet and Statement of Accounts for the preceding financial year
 - b. The receiving of the Auditor's report on the books and accounts for the preceding financial year
 - c. The election of the members of the Management Committee,
 - d. The appointment of the Auditor

- e. Other matters as determined by the Management Committee and
- f. Other matters raised from the floor

23. Convening of General Meetings

- 23.1 The Secretary shall convene a General Meeting of members:
 - a. When directed to do so by the Management Committee; or
 - b. Upon being given a requisition in writing signed by not less than 25 members clearly stating the purpose for which the General Meeting is required.
- 23.2 The Secretary shall convene all General Meetings of the Association by giving not less than fourteen (14) days' notice of such meetings. The manner in which such notice is given shall be determined by the Management Committee.
- 23.3 If the Secretary is unable or unwilling to call the meeting, the President shall call the meeting.
- 23.4 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
 - c. a notice of a General Meeting shall state the business to be conducted at the meeting.

24. Quorum at meetings

- 24.1 At the Annual or any General Meeting, double the number of members presently on the Management Committee plus one shall constitute the quorum.
- 24.2 No business shall be transacted at any Annual or General Meeting unless a quorum of members is present at the time when the meeting proceeds to business.
- 24.3 If within ten (10) minutes of the scheduled time of the commencement of any Annual or General Meeting a quorum is not present the meeting shall stand adjourned for fourteen (14) days to a time and place of which every member shall receive due notice. If within ten (10) minutes from the scheduled time of commencement of such adjourned meeting a quorum not be present the meeting shall proceed with those members present.

25. Procedure at Meetings

- 25.1 Unless otherwise provided by these rules at every Meeting:
 - a. The President shall preside as Chairman. If there is no President, or if he or she is not present within fifteen (15) minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be Chairman. If the Vice-President is not present or is unwilling to act then the members shall elect one of their number to be Chairman of the meeting.
 - b. The Chairman shall maintain order and conduct the meeting in a proper and orderly manner.
 - c. Every question, matter or resolution shall be decided by majority vote of the financial members present.
 - d. Every financial member present at a General Meeting shall be entitled to one vote and, in the case of an equality of votes, the Chairman shall have a second or casting vote.
 - e. At a General Meeting voting shall be by a show of hands, or a division of members – unless not less than ten (10) financial members request a ballot, in which event there shall be a secret ballot. The Chairman will appoint two (2) members to conduct the secret ballot in such a manner as he or she shall determine and the results of the ballot as declared by the Chairman shall be deemed to be the resolution of the motion for which the ballot was demanded.
 - f. The Secretary shall cause full and accurate Minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and General Meeting to be entered in a book to be open for inspection at all reasonable

times by any financial member who previously applies to the Secretary for that inspection.

- g. To ensure accuracy, 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.
- h. 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.
- i. However 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.

26. By-laws

- 26.1 The Management Committee may from time to time make, amend or repeal By-laws consistent with these rules for the internal management of the Association and these shall be circulated in the organisation's publication. Any By-law may be set aside by a General Meeting of the members.

27. Alteration of the Rules

- 27.1 Subject to the provisions of the Associations Incorporation Act (1981) as amended these rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting.
- 27.2 Any amendment, rescission or addition to these rules will be valid only after it has been registered by the Chief Executive.

28. Common Seal

- 28.1 The Management Committee shall provide for a Common Seal and for its safe custody.
- 28.2 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.

29. Funds and Accounts

- 29.1 The income and property of the Association shall be used and applied solely in the promotion of its objectives and in the exercise of its powers.
- 29.2 The funds of the Association shall be banked in the name of the Association in such financial institution as the Management Committee may from time to time direct.
- 29.3 Proper books and accounts shall be kept and maintained, showing correctly the financial affairs of the Association and the particulars usually shown in books of like nature.
- 29.4 All monies shall be banked as soon as practicable after being received.
- 29.5 A payment by the association of \$100.00 or more shall be made by cheque or electronic funds transfer.
- 29.6 All cheques must be signed by two (2) signatories who have been authorised by the Management Committee. However, one (1) of those signatories must be the President, the Secretary or the Treasurer.
- 29.7 Cheques shall be crossed 'Not Negotiable' except those in payment of petty cash recoupment which may be open.
- 29.8 The Management Committee shall determine the amount of Petty Cash which shall be kept on

the imprest system.

29.9 All expenditure shall be approved or ratified at a Management Committee meeting.

29.10 As soon as practicable after the end of each financial year, the Treasurer shall prepare a Statement of Income and Expenditure and a Balance Sheet for the financial year just ended. All statements shall be examined by the Auditor who shall present his/her 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.

30. Documents

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

31. Insurance

31.1 The Management Committee shall ensure that the Association has adequate relevant insurance protection and keep such insurance cover current at all times.

32. Financial Year

32.1 The financial year of the Association shall close on the 31st. December.

33. Dissolution

33.1 The Association shall be dissolved if a resolution to that effect is carried by a vote of three-fourths majority of the financial members present at a General Meeting convened to consider the question.

33.2 Distribution of surplus assets to another entity:

- a. This rule applies if the association:
 - (i) is wound-up under part 10 of the Act; and
 - (ii) has surplus assets
- b. The surplus assets must not be distributed among the members of the association.
- c. The surplus assets must be given to another entity:
 - (i) having objects similar to the association's objects; and
 - (ii) the rules of which prohibit the distribution of the entity's income and assets to its members.
- d. In this rule – surplus assets are defined in Section 92(3) of the Act.

President, Dawne Clark

Secretary, Anne Leonard

April 2016