



Cairns Road Runners and Triathlon Club Inc

PO Box 7403

Cairns QLD 4870

ABN: 14 831 287 665

www.roadrunners.org.au

Interpretation

In these rules—

Act means the *Associations Incorporation Act 1981*.

present—

- (a) at a management committee meeting, see rule 15(6); or
- (b) at a general meeting, see rule 23(7).

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. Name

The name of the incorporated Association shall be CAIRNS ROAD RUNNERS AND TRIATHLON CLUB INCORPORATED (in these Rules called “the Association”).

2. Objects

The objects for which the Association is established are: -

- (1) to promote and conduct and to assist generally in the promotion of the sports of athletics, road, track, trail and cross-country running and triathlon in all forms.
- (2) to assist in the promotion and staging of athletics contests, road races, track races, trail races, cross-country races and triathlons in the Cairns area.
- (3) to affiliate with international Clubs associations and organisations with similar objects.
- (4) to promote any other sporting, educational or research activity which may be an assistance to individual members or to other bodies, clubs or organisations affiliated with the Association directly or indirectly.
- (5) to provide affiliation facilities for individuals, clubs, associations and bodies corporate with the Association.
- (6) to regulate the conduct of road races, track races, trail races, cross-country races and triathlons in the Cairns area staged or promoted by individuals, clubs, associations or bodies corporate who are affiliated with the Association or who may wish to gain sanction or accreditation for a particular event.
- (7) to offer advice and assistance to affiliates and other race promoters on the technical and safety aspects of the conduct of road races, track races, trail races, cross-country races and triathlons.
- (8) to establish a register of persons in the Cairns area interested in competing in the said sports.
- (9) to publish a newsletter and bulletin to foster the said sports and the objects of the Association.
- (10) to maintain a register of records and rankings for individual athletes and triathletes.
- (11) to do all such other things as are incidental or conducive to the attainment of the objects of the Association.

3. 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 also issue secured and unsecured notes, debentures and debenture stock for the Association.

- (4) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of Rule 30 (10).
- (5) To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Association.
- (6) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- (7) To make donations for patriotic, charitable or community purposes.
- (8) 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. Membership

- (1) The membership of the Association shall consist of the following classes of members:-
 - (a) Ordinary members, Associate members, Life members, Honorary members and Junior members
 - (b) Organisations
- (2) Membership of the Association is open to all persons, clubs, associations, organisations, bodies corporate who have a bona fide interest in the said sports. Each class of members of the Association is unlimited in numbers. Junior members shall be individuals under the age of 18 and shall be ineligible to vote.

5. Membership and renewal of membership

- (1) A person who, on the day the association is incorporated, was a member of the unincorporated association and who, on or before a day fixed by the management committee, agrees in writing to become a member of the incorporated association, must be admitted by the management committee to the equivalent class of membership of the association as the member held in the unincorporated association; or if there is no equivalent class of membership—as an ordinary member. An application for membership of the Association must be in writing, signed by the applicant and in the form decided by the management committee.
- (2) An application for membership must be in writing; and signed by the applicant; and in the form decided by the management committee.

6. Membership fees

- (1) The membership fee for each ordinary membership and for each other class of membership (if any) shall be such sum as the Management Committee shall from time to time determine.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

7. Admission and rejection of members

- (1) The management committee must ensure that, as soon as possible after the person applies to become a member of the association, and before the management committee considers the person's application, the person is advised whether or not the association has public liability insurance; and if the association has public liability insurance—the amount of the insurance.
- (2) The management committee must decide at the next meeting after receipt of the application and appropriate fee whether to accept or reject the application.
- (3) 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.
- (4) 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.

8. 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 the time the notice is received by the secretary; or if a later time is stated in the notice—the later time.
- (3) The management committee may terminate a member's 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 member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

9. Appeal against rejection or termination of membership

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within 1 month after the person 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.
- (4) The general meeting to decide an appeal must be held within 3 months after the secretary receives the notice of intention to appeal.
- (5) 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.
- (6) 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.
- (7) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting.
- (8) If a person 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 person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

10. Register of members

- (1) The management committee must keep a register of members of the association.
- (2) The register must include the following particulars for each member—
 - (a) the full name of the member;
 - (b) the postal or residential address of the member;
 - (c) the date of admission as a member;
 - (d) the date of death or time of resignation of the member;
 - (e) details about the termination or reinstatement of membership;
 - (f) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members of the association at all reasonable times.
- (4) A member must contact the secretary to arrange an inspection of the register.
- (5) However, the management committee may, on the application of a member of the association, withhold information about the member (other than the member's 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.

11. Membership of management committee

- (1) The Management Committee of the Association consists of a president, secretary, treasurer, and any other members the association members elect or appointed at a general meeting.
- (2) A member of the management committee must be a member of the Association.
- (3) At each annual general meeting of the Association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

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

12. Resignation, removal or vacation of office of management committee members

- (1) A member of the management committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) A member may be removed from office at a general meeting of the association if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this rule.

13. Vacancies on management committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 15(11) as a quorum of the management committee, the continuing members may act only to increase the number of management committee members to the number required for a quorum; or call a general meeting of the association.

14. Functions of the management committee

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

Note—

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

- (3) The management committee may exercise the powers of the association—

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

15. Meetings of management committee

- (1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every month 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 member's 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.
- (11) At a management committee meeting, more than 50% of the members elected and/or appointed to the committee as at the close of the last general meeting of the members form a quorum.
 - (a) 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 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. If, at an adjourned meeting there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

16. 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.
17. Minutes of management committee meetings
- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are 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.
18. Appointment of subcommittees
- (1) The Management Committee may delegate any of its powers to a sub-committee consisting of at least one member of the Management Committee and any other 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 Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson 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 Chairperson 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.
19. Acts not affected by defects or disqualifications
- (1) An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.
 - (2) Subrule (1) applies even if the act was performed when—
 - (a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
 - (b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.
20. 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.
21. First annual general
- 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 Association, and at such place as the Management Committee may determine.
22. Subsequent annual general meetings
- (1) An annual general meeting must be held at least once per year and within six months after the end of the Association's previous financial year.
 - (2) The business to be transacted at every annual general meeting shall be: -
 - (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 proceeding financial year;
 - (b) The receiving of the auditor's report upon the books and accounts for the proceeding financial year;
 - (c) The election of members of the Management Committee, and
 - (d) The appointment of an auditor.
 - (3) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the Association's last general meeting plus

1. However, if all members of the Association are members of the management committee, the quorum is the total number of members less 1.
- (4) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business. For the purposes of this rule "member" includes a person attending as a proxy or as representing a corporation which is a member.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the management committee or the Association, the meeting lapses.
- (6) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the management committee or the Association—
 - (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the management committee is to decide the day, time and place of the adjourned meeting.
- (7) 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. If a meeting is adjourned, only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting. 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. 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.
- (8) The secretary shall convene all general meetings of the Association by giving not less than fourteen (14) days notice of any such meeting to the members of the Association.
- (9) 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/her 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. Notice of a general meeting convened to hear and decide a proposed special resolution shall be given in writing.

23. At each general meeting

- (1) The president is to preside as chairperson; or if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting.
- (2) The chairperson must conduct the meeting in a proper and orderly way.
- (3) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (4) Each member present and eligible to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote. A member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting.
- (5) The method of voting is to be decided by the management committee. However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot. If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides. The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.
- (6) 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.
- (7) A member who participates in a meeting as mentioned in subrule (6) is taken to be present at the meeting.

24. Special general meeting

- (1) The secretary must call a special general meeting by giving each member of the Association notice of the meeting within 14 days after—
 - (a) being directed to call the meeting by the management committee; or
 - (b) being given a written request signed by—
 - i. at least 33% of the number of members of the management committee when the request is signed; or

- ii. at least the number of ordinary members of the Association equal to double the number of members of the Association on the management committee when the request is signed plus 1; 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.

25. Proxies

- (1) An instrument appointing a proxy must be in writing and be in the following or similar form—

[Name of Association]:

*I, _____ of _____, being a member of the Association, appoint _____ 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 20____ and at any adjournment of the meeting.
Signed this day of 20____.*

Signature

- (2) The instrument appointing a proxy must be signed by the appointor or the appointor's attorney properly authorised in writing; or
- (3) A proxy may be a member 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—

[Name of Association]:

*I, _____ of _____, being a member of the Association, appoint _____ 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 20____ and at any adjournment of the meeting.
Signed this day of 20____.*

Signature

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

[List relevant resolutions]

26. Minutes of general meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are 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.
- (3) If asked by a member of the Association, the secretary must, within 28 days after the request is made make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and give the member copies of the minutes of the meeting. The Association may require the member to pay the reasonable costs of providing copies of the minutes.

27. By-laws

The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

28. Alteration of rules

Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting. However an amendment, repeal or addition is valid only if it is registered by the chief executive.

29. Common seal

- (1) The management committee must ensure the Association has a common seal. The common seal must be—
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (2) 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.

30. Funds and accounts

- (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the management committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Association of \$100 or more must be made by cheque or electronic funds transfer and signed or authorised by any two of the president, secretary, treasurer or other member authorised from time to time by the Management Committee. However, 1 of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (6) A petty cash account must be kept on the imprest system, and the 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.
- (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;
 - (b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such 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.
- (10) The income and property of the Association from what ever place derived shall be used and applied solely in promotion of it 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 repayment in good faith of interest to any such member in respect of moneys advanced by him/her to the Association or otherwise owing by the Association to him/her 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.

31. Documents

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

32. Financial year

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

33. Distribution of surplus assets to another entity

- (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.

Schedule 5: Additional accounting requirements

- (1) The Association's treasurer, or other authorised officer, must—
 - (a) receive all amounts paid to the Association and, if asked, immediately give a receipt for the amounts; and
 - (b) as soon as practicable deposit each amount received into the Association's account with a financial institution; and enter the particulars of each amount received, and payments made by the Association, into the Association's cash book.
- (2) Payments of less than \$100 may be made from a petty cash account kept on the imprest system.
- (3) Payments of \$100 or more must be made by cheque or electronic funds transfer.
- (4) Particulars of all payments from, and reimbursements to, the petty cash account must be recorded in the petty cash book.
- (5) The Association's management committee must approve or ratify the Association's expenditure; and ensure the approval or ratification is recorded in the management committee's minute book.
- (6) The Association's expenditure must be supported by adequate documentation filed in chronological order and kept at a place decided by the Association's management committee.
- (7) The Association's treasurer, or other authorised officer, must regularly balance the cash book; and make a reconciliation between the cash book and the balance of the Association's account with a financial institution.
- (8) An Association must keep its financial records in the State; and for at least 7 years.