

Form 6

QUEENSLAND

ASSOCIATIONS INCORPORATION ACT 1981

(Section 28(2))

(Regulation 15)

OFFICE USE ONLY

File No. I.A. \_\_\_\_\_

Amount 8-50

Receipt No. 10224

Initials JB

### NOTICE OF A SPECIAL RESOLUTION TO ALTER THE RULES

+ GREEN BANK PONY CLUB Inc .....

Notice is hereby given that at a general meeting of the members of the said association duly convened and held at Pony Club Campbell Road Greenbank (place)

on 11 July 1989 ....., a special resolution was (date)

passed effecting a change to rule(s) No(s) SECTION 40 - FINANCIAL YEAR  
END CHANGE FROM 31 JULY TO 31 OCTOBER EACH YEAR. .....

as evidenced by the accompanying copy of such special resolution.

To the best of my information and belief all the requirements of the Act and the rules of the said association relating to such resolution were duly observed and performed.

Also accompanying this application is the fee prescribed in the Second Schedule to the Associations Incorporation Regulations 1982.

Dated this 21<sup>st</sup> ..... day of July ....., 19 89

.....  
M. Armstrong  
Secretary

The Under Secretary,  
Department of Justice,  
Associations Incorporation Sect.,  
Box 1638, G.P.O.,  
BRISBANE, Q. 4001



+Insert name of incorporated association.

NAME

1. The name of the incorporated association shall be GREENBANK PONY CLUB.

OBJECTS

2. The objects for which the Association is established are:-

- (a) to provide and maintain a Club and Club House with all the usual facilities of a Club, sporting grounds and equipment for association members and their guests.
- (b) To foster, promote and encourage the riding of horses and horsemanship and all such other sports as the Association may, from time to time, adopt and all matters pertaining thereto, including the acquisition by purchase, hire, lease or otherwise of real or personal property for such purposes, the raising of money by mortgage, levies or otherwise for such acquisition or the improvement of the Association's property.
- (c) To establish and maintain libraries, reading rooms, educational and recreational facilities and other amenities for the benefit, social comfort and advancement of its members.
- (d) To affiliate with any other body having similar and/or compatible objects and to that end to grant permissions licenses and consents to such body or bodies and their members from time to time at the discretion of the Management Committee to use and enjoy the Association's grounds and facilities on such terms as the Management Committee may think fit and with full power to revoke cancel or suspend any such license, permission or consent at any time.
- (e) To encourage foster promote support, the research learning and education of sports medicine and to otherwise facilitate the safe playing of all sports.
- (f) In furtherance of the objects of the Association to apply for or obtain and hold a club license or any other license or licenses or permissions or Certificates of Registration under the Liquor Act and/or any other Act or law for the time being operative.
- (g) To erect, maintain, improve or alter any building or buildings or grounds for the purposes for the Association.
- (h) To carry on all such activities as may be necessary or convenient for the purposes of the Association or any of them.

POWERS

3. The powers of the Association are:-

- (1) To take over the funds and other assets and the liabilities of the present unincorporated association known as the Greenbank Pony Club.

- (2) 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 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 purposes 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 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, improvements, 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 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 money due to the Association from purchasers and others.
- (16) 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 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 any 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.

#### CLASSES OF MEMBERS

4.
  - (1) The membership of the Association shall consist of ordinary members, and any of the following classes of members:-
    - (a) Honorary members
    - (b) Life members
  - (2) The number of members of all the above classes of membership shall be unlimited.
  - (3) Guests shall not be supplied with liquor in the Association premises unless on the invitation and in the company of a member.
  - (4) No person under eighteen years of age shall be admitted as a member of the Association and no liquor shall be sold or supplied to any person under eighteen years of age.
  - (5) No member shall be entitled to any benefit or advantage from the Association which is not shared equally by every member thereof.

#### MEMBERSHIP

5.
  - (1) Every member who at the date of incorporation of the Association and who, on or before the date of incorporation, agrees in writing to become a member of the Association, shall be admitted by the Management Committee to the same class of membership of the Association as that member held the unincorporated Association. Every member of the Association who previously, to his agreeing to become a member of the Association, has paid his subscription due on the 28th day of February, 1987, as a member of the unincorporated Association shall not be liable to pay any further sum by way of annual subscription to the Association for the period prior to the 31st day of December 1987.
  - (2) Subject to these rules, any person who is not less than eighteen years of age shall be eligible to become a member of the association upon payment or tender to the Association of his or her annual subscription for the current financial year.

- (3) Any person to be eligible for membership of the Association shall be of good character and repute, compatible with existing members and have a common bond of interest, either as a rider or supporter of horse riding or any other sport played within the Association.

#### HONORARY MEMBERSHIP

6. The privileges of Honorary Membership shall be granted by the Management Committee as follows:-

- (i) For a period of three months to any Member of a Club of kindred nature with which the Management Committee may from time to time make reciprocal arrangements. Such Honorary Membership may be extended by the Committee for a further period of three months, but no longer.
- (ii) For a period of one month to any person not permanently resident in Brisbane. Such Honorary Membership may be extended by the Management Committee for a further period of six months on payment of the half-yearly subscription payable by an Ordinary Member. Such Honorary Member shall be proposed by a Member of the Association, who shall be responsible for any indebtedness incurred by the Honorary Member to the Association. Honorary Membership shall not be granted to the same person within a period of one year from the expiration of his past preceding Honorary Membership without the unanimous consent of the Management Committee present at the meeting deciding the question. The number of persons enjoying the privileges of Honorary Membership at any time shall not be limited.

#### LIFE MEMBERSHIP

7. Life membership, exempt from the payment of subscription, may be conferred upon members who have rendered special services to the Association and who has been a member of the club for a continuous period of ten years, and whose nomination shall be passed by the Management Committee and confirmed by a vote of four-fifths of the Members present at a General Meeting. Life membership shall not be granted to more than two persons in any one year.

#### MEMBERSHIP FEES

- 8.
- (a) The annual subscription for each financial year shall be as set out in the Minutes of the Annual General Meeting held in the previous year or such other sum in lieu thereof as the members at any Annual or General Meeting may from time to time determine. No annual subscription shall be charged or paid by a Life Member.
- (b) The annual subscription shall be payable in advance on the 28th day of February in every financial year after which no resignation, termination or forfeiture of membership shall exempt a former member from payment of the current year's subscription.
- (c) Payment or tender of the annual subscription shall be made to the Secretary personally or through the post addressed to the Secretary.

- (d) A financial member at any material time is a member who is not then indebted to the association in respect of any annual subscription or levy or other payment whatsoever. A Life member may be a financial member without payment of annual subscriptions.
- (e) Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting to speak or vote upon any motion at any annual or general meeting of the association.
- (f) A member who is in arrears with his annual subscription for three calendar months shall be deemed to have forfeited his membership but the Management Committee or on appeal from an adverse decision of the Committee, the members, may reinstate him on payment of the amount due.

#### 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 together with a further nomination fee of \$2.00 or such other sum as the Management Committee may from time to time determine and after the effluxion of time required under Rule 9(5) hereof, 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.
- (4) Particulars of all proposals for membership of the Association (other than as honorary members) shall forthwith upon the making of same, be entered, in the order of time which such proposals are received by the Secretary of the Club in a book (hereinafter referred to as the "Proposed Members Register") to be kept by the Secretary (every such entry setting forth the full name and address of the person proposed and the time and date of the receipt by the Secretary of the proposal), and, in relation to any and every vacancy howsoever arising in the membership of the Association, that every proposal shall be dealt with and determined in the order or priority in which it is so recorded.
- (5) The names and addresses of persons proposed as members (other than as honorary members) of the Association, shall be displayed in a conspicuous place in the Association's premises for at least one week before their election, and that an interval of not less than two weeks shall elapse between the proposal and election of such members.

TERMINATION OF MEMBERSHIP

- 10.
- (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) is convicted of an indictable offence; or
  - (ii) fails to comply with any of the provisions of these Rules; or
  - (iii) has membership fees in arrears for a period of three months or more; or
  - (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association,

the Executive Management Committee comprising the President, Vice-President, Secretary and Treasurer or not less than any three of them shall consider and decide by simple majority whether his membership shall be terminated.

- (3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Executive of the Management Committee resolves to terminate his membership it shall instruct the Secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 11.
- (1) A person whose application for membership has been rejected or whose membership has been terminated may within seven days of receiving written notification thereof, lodge with the Secretary written notice of his intention to appeal against the decision of the Executive of Management Committee.
- (2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Management Committee shall, within one month of the date of receipt of such notice, determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case to the Management Committee. The appeal shall be determined by the vote of the members of the Management Committee present at such meeting.
- (3) Where a person whose application is rejected, does not appeal against the decision of the Executive 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.



REGISTER OF MEMBERS

- 12.
- (1) The Committee shall cause a members' admission book to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the organisation and the dates of admission.
  - (2) Particulars shall also be entered of resignations, terminations and reinstatement of membership and any further particulars as the Committee or the members at any annual or general meeting may require from time to time.
  - (3) The members' admission book shall be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for such inspection.

MEMBERSHIP OF MANAGEMENT COMMITTEE

- 13.
- (1) The general control and management of the administration of the Association shall be by a "Management Committee" consisting of a President, Vice-President, Secretary, Treasurer, all of whom shall be members of the Association and five other members, as the members of the Association at the annual general meeting or at any general meeting may from time to time elect or appoint.
  - (2) At the annual general meeting of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
  - (3) The election of officers and other members of the Management Committee shall take place in the following manner:-
    - (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
    - (b) The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the annual general meeting at which the election is to take place;
    - (c) A list of the candidates' names in alphabetical order, with the proposers' and seconds' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the annual general meeting;
    - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
    - (e) Should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

(4) To be eligible for nomination and membership of the Management Committee in the capacity of President, Vice-President, Secretary or Treasurer, a person shall have been a financial member of the Association in good and regular standing for a continuous period of not less than three(3) years prior to nomination.

14. Any member of the Management Committee may resign at any time from membership of the Management Committee by notice in writing delivered to the Secretary but such resignation shall only take effect at the time when such notice is received by the Secretary unless some later date is specified in the notice when it shall take effect on that later date or he may be removed from office at a general meeting of the association convened for that purpose.

At any such general meeting the member shall be given the opportunity to fully present his case either orally or in writing or partly by either of these means. The question of removal shall be determined by the vote of the majority of the financial members present at such general meeting.

#### VACANCIES OF MANAGEMENT COMMITTEE

15. The Management Committee shall have power to appoint an eligible member who may or may not then be a member of the Management Committee to fill any casual vacancy on the Management Committee or office within it until the next annual general meeting. Where a member of the Management Committee is so appointed to an office within the Management Committee then the Management Committee may fill the vacancy caused by such appointment by an eligible member who is not then a member of the Management Committee.

Every member so appointed shall retire at the next annual general meeting but shall be eligible for election as a member of the Management Committee at such meeting.

#### FUNCTIONS OF THE MANAGEMENT COMMITTEE

16.

(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.

(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 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 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.

MEETINGS OF THE MANAGEMENT COMMITTEE

17.

- (1) The Committee shall meet once in every month to exercise its functions.
- (2) A special meeting of the committee shall be convened by the Secretary on the requisition in writing of not less than two members of the committee, which requisition shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- (3) At every meeting of the committee, five members of the committee shall constitute a quorum.
- (4) Subject as previously provided in this Rule, the committee may meet together and regulate its proceedings as it thinks fit.

Provided that questions arising at any meeting of the committee shall be decided by a majority of votes and in the case of equality of votes on any question or at any meeting of the committee the question shall be deemed to be decided in the negative.

- (5) Not less than seven days notice shall be given to members of the committee of any special meeting of the committee.
- (6) 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.
- (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 Vice-President shall be Chairman or 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.
- (8) If within fifteen 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

and notice of such adjournment placed on the Notice Board and at the adjourned meeting a quorum of not less than two shall be required failing which the meeting shall lapse.

- (9) 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.
- (10) 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.
- (11) 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.
- (12) 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.
- (13) 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.

#### ANNUAL GENERAL OR GENERAL MEETINGS

18. 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.

19.

(1) The annual general meeting shall be held in the month of November in each 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 balance sheet and the statement of accounts 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;
- (d) the appointment of an auditor;
- (e) general business.

20. All financial audit reports to be presented at an annual general meeting or copies thereof shall be available for inspection at least five days prior to the annual general meeting by any financial member upon prior request to the Secretary.

21. At the annual general meeting, 25 members shall constitute a quorum and at a general meeting 15 members shall constitute a quorum.

22. The Secretary shall:-

- (1) When directed to do so by the Management Committee; or
- (2) upon being given a requisition in writing signed by not less than 3 members of the Management Committee or not less than 10 ordinary members and clearly stating the purpose for which the general meeting is desired; or

convene a general meeting of members.

23. The Secretary shall convene all annual and general meetings of the organisation by giving not less than twentyone days' notice of such meetings.

The manner by which such notice is given shall be determined by the Committee provided however such notices shall consist of not less than twentyone days' notice given by placing a notice thereof on the Notice Board and by placing a notice of the meeting in a local newspaper being circulated in the area of the Association premises.

24. Unless otherwise provided by these rules, at every annual or general meeting -

- (1) the president shall be chairman and in his absence a chairman shall be elected by resolution of a majority of the financial members present at the meeting.
- (2) the chairman shall maintain order and conduct the meeting in a proper and orderly manner.
- (3) every question, matter or resolution shall be decided by a majority of votes of the financial members present.
- (4) every financial member 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.
- (5) voting shall be by show of hands or a division of members, unless not less than 5 financial members present demand a ballot, in which event there shall be a secret ballot.

The chairman shall appoint two members to conduct the secret ballot in such manner as he shall determine and the result of the ballot as declared by the chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded.

- (6) 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. 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.

#### BY-LAWS

25. 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.

#### ALTERATION OF RULES

26. 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 any general meeting: Provided that no such amendment, rescission or addition shall be valid unless the same shall have been previously submitted to and approved by the Under Secretary, Department of Justice, Brisbane and the Licensing Commission.

#### COMMON SEAL

27. 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.

#### FUNDS AND ACCOUNTS

28.  
(1) The income and property of the Association whencesoever 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.

- (2) 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.
- (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 a like nature.
- (4) All moneys shall be banked as soon as practicable after receipt of them.
- (5) All amounts of \$20.00 or over shall be paid by cheque signed by any two of the President, Secretary or Treasurer.
- (6) Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupments which may be open.
- (7) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (8) Accounts for payment shall be presented and passed at a committee meeting.
- (9) As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement of income and expenditure and of assets and liabilities for the financial year just ended and a statement of all mortgages, charges and securities affecting the property of the Association at the close of the year.  
  
All statements 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) No honorarium shall be granted to any person from the funds of the Association and no dividend shall be paid to, and no income or property of the Association shall be distributed amongst the members.

#### DOCUMENTS

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

#### FINANCIAL YEAR

30. The financial year of the Association shall close on 31st July in each year.

OCTOBER

#### DISSOLUTION

31. The Association shall be dissolved:-

- (1) If the membership is less than three persons; or
- (2) 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.

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The property and other assets of the Association remaining after the payment of all expenses and other liabilities shall be handed over to some other Association or Associations (having similar objects or in part similar objects) 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 and by virtue of Rule 28(10) and exempted under the provisions of Section 78 (1) (a) of the Income Tax Assessment Act as the majority of members present at such general meeting, by resolution, may decide.