

CONSTITUTION

NOOSA AND DISTRICT LANDCARE GROUP INC.

NAME

1. The name of the incorporated association shall be Noosa and District Landcare Group.

OBJECTS

2. The objects of the Association shall be to promote sustainable natural resource management and conservation through:
 - (a) **Education** via all means available to Noosa & District Landcare to all sections of the community in understanding the principles of conservation of the natural environment, of best management practices, to foster cooperation in the rehabilitation of degraded habitats, discourage the destruction of the natural environment and conduct workshops for sustainable rural land use, field days for schools and other interested groups.
 - (b) **Advocate** for environmental and biodiversity issues. To seek the cooperation of local government to assist with our objects and to actively seek funding through government agencies and other sources for conservation, biodiversity, revegetation and encouraging diversity and innovation in land use to sustain and improve water quality.
 - (c) **Assessment and planning.** To make submissions on Landcare matters and to take action to ensure environmentally appropriate decisions are made in our local region. To study and monitor on-ground implementation of our projects.
 - (d) **Rehabilitate, regenerate and revegetate** land, soils and waterways. To value, preserve and protect the natural environment, to encourage land managers in conservation of our natural heritage by undertaking partnerships on land under their stewardship.
 - (e) **Establish and maintain a public fund** to be called the Noosa & District Landcare Environment Fund where donations to Noosa & District Landcare may be made by way of gifts of money or property to be used to increase awareness and to foster sustainability of the natural environment. This money is to be credited to its own bank account and will not receive any other money or property into its account and it must comply with subdivision 30-E of the Income Tax Assessment Act 1997.

(a) Requirements of the Public Fund

The Organisation must inform the Department responsible for the environment as soon as possible if:

- I. It changes its name or the name of its Public Fund; or
- II. There is any change to the membership of the Management Committee of the Public Fund; or
- III. There has been any departure from the model rules for Public Funds.

(b) Ministerial Rules

The Organisation agrees to comply with any rules that the Treasurer and the Minister with responsibility for the environment may make to ensure that gifts made to the Fund are only used for its principal purpose.

(c) Not-for-Profit

The income and property of the organisation shall be used and applied solely in promotion of its objects and no portion shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or by way of profit to members, directors, or trustees of the Organisation.

(d) Conduit Policy

Any allocation of funds or property to other persons or organisation will be made in accordance with the established purposes of the Organisation and not be influenced by the preference of the donor.

(e) Winding-up

In case of the winding-up of the Fund, any surplus assets are to be transferred to another fund with similar objectives that is on the Register of Environment Organisations.

(f) Statistical Information

Statistical information requested by the Department on donations to the Public Fund will be provided within four months of the end of the financial year.

An audited financial statement for the Organisation and its Public Fund will be supplied with the annual statistical return. The statement will provided information on the expenditure of public fund monies and the management of public fund assets.

(g) Model Rules for the Public Fund

The objective of the fund is to support the organisation's environment purposes.

Members of the public are to be invited to make gifts of money or property to the fund for the environment purposes of the organisation.

Money from interest on donations, income derived from donated property, and money from the realization of the organisation.

A separate bank account is to be opened and deposit money donated to the fund, including interest accruing thereon, and gifts to it are to be kept separate from other funds of the organisation.

Receipts are to be issued in the name of the fund and proper accounting records and procedures are to be kept and used for the fund.

The fund will be operated on a not-for-profit basis.

A committee of management of no fewer than three persons will administer the fund. The committee will be appointed by the organisation. A majority of the members of the committee are required to be 'responsible person' as defined by the Guidelines to the Register of Environment Organisations.

The fund is subject to the provision of Association Incorporations Act 1981 and the resolutions of the Management Committee of the Association.

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 Noosa and District Landcare Group.
 - 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 26.
 - 3.** To further 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 trust, 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 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 employees and other persons as may be necessary or convenient for the purposes of the Association and in accordance with appropriate legislation.
7. To remunerate any person or supplier for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects.
8. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof.
9. To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit.
10. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate whose objects align with those of the Association.
11. To further To further the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person

or body corporate, and otherwise to assist any person or body corporate.

12. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem or pay-off any such securities.
13. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
14. To further 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 purchases 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) above.
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. To further the objects of the Association to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Association and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as that imposed upon the Association under or by virtue of Rule 28.

20. To further 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 authorized to amalgamate.
21. To further 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 authorized to amalgamate.
22. To make donations for 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 exercise of the powers of the association.

CLASSES OF MEMBERS

4. 1. The membership of the Association shall consist of the following classes of members: -
 - a) Ordinary members
 - b) Life members and
 - c) Special members.
2. The numbers of all classes of members shall be unlimited.
3. Ordinary membership shall be open to all adult owners of land or residents within the Association's district.
4. Life membership may be granted to individuals or organisations who have made significant contributions to the Association over time.
5. Special membership may be granted to any other person who shows an interest in the achievement of the objects of the Association.

MEMBERSHIP APPLICATION

5. The application for membership shall be made in writing (Membership Form) and signed by the applicant along with associated fee to be paid. Every application shall be presented to the Management Committee when they next convene for endorsement (refer to item 8).

MEMBERSHIP FEES

6. The membership fees for each class of membership shall be a sum payable at a time and manner as the Management Committee shall determine.

ADMISSION AND REJECTION OF MEMBERS

8.
 1. At the next meeting of the Management Committee after the receipt of any application and the fee application for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
 2. Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.

TERMINATION OF MEMBERSHIP

9.
 1. A member may resign from the Association at any time by notice in writing to the secretary. Such resignation shall take effect at the time at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect from that later date.
 2. If a member:-
 - a) Is convicted of an indictable offence; or
 - b) Fails to comply with any of the provisions of these Rules; or
 - c) Has membership fees in arrears for a period of two months or more; or
 - d) Conducts him or herself in a manner considered to be contrary to the interests of the Association;

the Management Committee shall consider whether membership shall be terminated.

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

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10.
 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 their intention to appeal against the decision of the Management Committee.

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

3. 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 appeals but the appeal is unsuccessful, the Secretary shall refund the amount of any membership fee paid.

REGISTER OF MEMBERS

- 11.** 1. The Management Committee shall cause a register to be kept in which shall be entered the names and contact details of all persons admitted to membership of the Association and the dates of their admission.
2. Particulars shall be entered into the Register of, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any General Meeting may require from time to time.

MEMBERSHIP OF MANAGEMENT COMMITTEE

- 12.** 1. Membership shall be open to all
2. The number of members of the Management Committee shall be determined at each Annual General Meeting.
3. The Management Committee shall comprise:-
- a) Chair
 - b) Vice-Chair
 - c) Secretary; and
 - d) Treasurer
4. The Chair, Vice-Chair, Secretary and Treasurer shall be determined at each Annual General Meeting.

5. 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 reelection.

6. The election of 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 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.
- 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.

7. Any member of the Management Committee may resign from membership of the Management Committee 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 when it shall take effect is specified in the notice.

8. A member of the Management Committee may be removed from office at a General Meeting of the Association where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a meeting.

VACANCIES ON MANAGEMENT COMMITTEE

- 13.** 1. The Management Committee shall have power at any time to appoint any member of the organisation to fill any casual vacancy on the Management Committee until the next Annual General Meeting.
2. The continuing members of the Management Committee may act notwithstanding any casual vacancy so long as a quorum of the Management Committee is present until a General Meeting of the Association appoints a new Management Committee Member, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 14.** 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 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 Associations 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 a rate from the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and
 - c) To invest in such manner as the members of the Association may from time to time determine.

MEETINGS OF MANAGEMENT COMMITTEE

- 15.** 1. Management Committee shall meet at least once every two calendar months to exercise its functions.

2. A special meeting of the Management Committee shall be convened by the Secretary on the requisition in writing signed but not less than one third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting is convened and the nature of the business to be transacted thereat.

3. At every meeting of the Management Committee a simple majority of a number equal to more than half the number of members elected shall constitute a quorum

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

5. A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which there is an actual or perceived conflict of interest.

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

7. The Chair shall preside at every meeting of the Management Committee, or if there is no Chair, or if at any meeting the Chair is not present within ten minutes after the time appointed for holding the meeting, the Vice-Chair shall preside or if the Vice-Chair is not present at the meeting then the members may choose one of their number to preside over the meeting. Present shall mean 'in person, by telephone or via web based programs'.

8. If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting if convened upon the requisition of members of the Management Committee shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

9. 1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegate conform to any regulations that may be imposed on it by the Management Committee.

2) A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair 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 Chair of the meeting.

3) A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting 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.

4) All acts and decisions taken by the sub-committee must be ratified by the Management Committee at the next meeting.

10. Minutes of all meetings will be kept in accordance with the Rules of the Association.

ANNUAL GENERAL AND GENERAL MEETINGS

16. 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.

17. 1. The Annual General Meeting shall be held within six months of the close of the 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 preceding financial year;

b) the receiving of the auditors report upon the books and accounts for the preceding financial year;

c) the election of members of the Management Committee; and

d) the appointment of an auditor.

18. The Secretary shall convene a Special General Meeting: -

a) When directed to do so by the Management Committee; or

b) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the

number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special General Meeting is being convened and the nature of the business to be transacted thereat; or

c) On being given notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

19. 1. At any General Meeting the number of members required to constitute a quorum shall be the lesser of either: -

a) double the number of members presently on the Management Committee plus one; or

b) a simple majority of members of the Association.

2. No business shall be transacted at any General Meeting unless a quorum of members is present at the time 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.

3. If within half an hour from time appointed for the commencement of a General Meeting a quorum is not present, the meeting, if convened upon requisition of members of the Management Committee or the Association, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

4. The Chair may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

20. 1. The Secretary shall convene all General Meetings of the Association by giving not less than fourteen days' notice of any such meeting to the members of the Association.

2. The manner by which such notice shall be given shall be determined by the Management Committee provided that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the

rejection or termination of his or 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.

21. Unless otherwise provided by these Rules, at every General Meeting: -

1. The Chair shall preside over the meeting, or if there is no Chair, or if the Chair is not present with fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-Chair shall preside or if the Vice-Chair is not present or is unwilling to act, then the members present shall elect one of their number to preside over the meeting.

2. The Chair shall maintain order and conduct the meeting in a proper and orderly manner, and shall be responsible for deciding questions of meeting procedure.

3. Every question, matter or resolution shall be decided by majority of votes of the members present.

4. Every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote. Provided that no member shall be entitled to vote at any General Meeting if his annual subscription is more than one month in arrears at the date of the meeting.

5. Voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair 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 Chair shall be deemed to be the resolution, of the meeting at which the ballot was demanded.

6. A member may vote in person or by proxy or by attorney and on a show of hands. Every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorized representative shall have one vote.

7. The instrument appointing a proxy shall be in writing, in the common or usual form in the hand of the appointer or of his attorney duly authorized in writing or, if the appointer is a corporation, either under seal or under hand of an officer or attorney duly authorized. A proxy may not need to be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

8. Where it is desired to afford members an opportunity of voting for or against a resolution, the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit.

(Association)

I _____ of _____, being a member of the
above named association,

hereby appoint

of _____, or failing him/her, _____ 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

and adjournment thereof.

Signed this _____ day of _____, 20____.

Signature.

This form is to be used.

In favour of / against the resolution.*

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

The instrument appointing a proxy shall be deposited with the Secretary prior to the
commencement of any meeting or adjourned meeting at which the person named in
the instrument proposes to vote.

22. 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 recorded in written form and be available 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 Chair of that meeting and then by the Chair of the next succeeding
Management Committee meeting, verifying their accuracy, provided that person was
present. Similarly, the minutes of every General Meeting shall be signed by the Chair
of that meeting or the Chair of the next succeeding General Meeting provided that
the minutes of any Annual General Meeting shall be signed by the Chair of that
meeting or by the Chair of the next General Meeting or Annual General Meeting.

BY-LAWS

23. 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

24. 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 Director General, Department of Justice and Attorney-General, Brisbane.

COMMON SEAL

25. 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 or by some other person appointed by the Management Committee for the purpose.

FUNDS AND ACCOUNTS

26. 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.

Proper books and accounts shall be kept and maintained either in written or printed form in the English language, showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.

All moneys shall be banked as soon as practicable after receipt thereof.

All amounts owing shall be paid by cheque or electronic transfer signed by two authorised signatories which will consist of the Chair, Secretary, Treasurer or other member authorised by the Management Committee, and shall be supported by some document which clearly indicates the purpose of the payment.

Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recouplements which may be open.

The Management Committee shall determine the amount of petty cash which shall be kept and used under the imprest system.

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

As soon as practicable after the end of each financial year, the treasurer shall cause to be prepared a statement containing particulars of:-

- a) The income and expenditure for the financial year just ended; and
- b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.

All such 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.

The income and property of the Association however 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/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.

DOCUMENTS

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

FINANCIAL YEAR

28. The financial year of the Association shall close on 30 June in each year.

DISTRIBUTION OF SURPLUS ASSETS

29. If the Association shall be wound up in accordance with the provisions of the *Associations Incorporations Act 1981*, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 26, such institution or institutions to be determined by the members of the Association.