

TOOWOOMBA ROAD RUNNERS ASSOCIATION (INC) RULES

1 Interpretation

- (1) In these rules—

Act means the *Associations Incorporation Act 1981*

A word or expression that is not defined in these rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

2 Objects

The objects of the association are—

The Toowoomba Road Runners Association strives to promote health and fitness; create a positive social atmosphere and encourage running participation in Toowoomba and surrounding areas.

3 Powers

- (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.

4 Classes of members

- (1) The membership of the association consists of ordinary members and life members who have been given this status. Life membership is conferred by the President after consultation with the executive committee.
- (2) The number of ordinary members is unlimited but the executive committee has the right to determine to implement limits if special circumstances occur.

5 New membership

An applicant for membership of the association must be proposed through written/electronic completion of the official membership form

An application for membership will be reviewed and accepted/not accepted by the executive committee.

6 Membership fees

- (1) The membership fee for each ordinary membership is the amount decided by the executive members from time to time at an executive meeting.
 - (a) is payable when, and in the way, the executive committee decides.

7 Admission and rejection of new members

- (1) The executive committee must consider an application for membership after it receives—
 - (a) the application for membership; and
 - (b) the appropriate membership fee for the application.
- (2) The executive committee must ensure that relevant information is available to the applicant—
 - (a) whether or not the association has public liability insurance; and
 - (b) if the association has public liability insurance—the amount of the insurance.
- (3) The executive committee must decide whether to accept or reject the application and as soon as practicable advice is given to the applicant.

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—
 - (a) the time the notice is received by the secretary; or
 - (b) if a later time is stated in the notice—the later time.
- (3) The executive 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 executive 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 executive 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) Any such appeal will be dealt with in accordance with the Grievance Dispute Resolution Process outlined in Section 12.

10 Register of members

- (1) The executive 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 executive 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 executive 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 executive committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm.

11 Prohibition on use of information on register of members

- (1) A member of the association must not—
- (a) use information obtained from the register of members of the association to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - (b) disclose information obtained from the register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the association for the purpose of advertising for political, religious, charitable or commercial purposes.
- (2) Subrule (1) does not apply if the use or disclosure of the information is approved by the association

12 Grievance Procedure

12A Grievance procedure

1. This rule sets out a grievance procedure for dealing with a dispute under the rules between parties as mentioned in section 47A(1) of the Act.
2. To remove any doubt, it is declared that the grievance procedure cannot be used by a person whose membership has been terminated if the rules provide for an appeal process against termination.
3. A member (the **aggrieved party**) initiates the grievance procedure in relation to the dispute by giving a notice in writing of the dispute:
 - a) to the other party; and
 - b) if the other party is not the executive committee, to the executive committee.
4. If 2 or more members initiate a grievance procedure in relation to the same subject matter, the executive committee may deal with the disputes in a single process and the members must choose 1 of the members (also the **aggrieved party**) to represent the members in the grievance procedure.
5. Subject to rule 12B, the parties to the dispute must, in good faith, attempt to resolve the dispute.
6. If the parties to the dispute cannot resolve the dispute within 14 days after the aggrieved party initiates the grievance procedure, the aggrieved party may, within a further 21 days, ask the association's secretary to refer the dispute to mediation.
7. Subject to rule 12B, if the aggrieved party asks the association's secretary to refer the dispute to mediation

12B Grievance procedure not continued in particular circumstances

1. This rule applies if—
 - a) a member initiates a grievance procedure in relation to a dispute and the association or association's executive committee is the other party to the dispute; or
 - b) the aggrieved party asks the association's secretary to refer the dispute to mediation under rule 12A(6).
2. The executive committee does not have to act under rule 12A(5) or (7) if—
 - a) the aggrieved party has, within 21 days before initiating the grievance procedure, behaved in a way that would give the executive committee grounds for taking disciplinary action under the rules against the aggrieved party in relation to the matter the subject of the grievance procedure; or
 - b) before the grievance procedure was initiated, a process had started to take action under the rules against the aggrieved party or terminate the aggrieved party's membership, as provided for under the rules, and the dispute relates to that process or to a matter relevant to that process; or
 - c) the dispute relates to an obligation under the *Liquor Act 1992* or any other State law to prevent the entry of the aggrieved party to, or to remove the aggrieved party from, premises used by the association, or to refuse to serve liquor to the aggrieved party at the premises; or

- d) the dispute could reasonably be considered frivolous, vexatious, misconceived, or lacking in substance or the dispute relates to a matter that has already been subject of the grievance procedure.

12C Appointment of mediator

1. If a dispute under rule 12A is referred to mediation-
 - a) the parties to the dispute must choose a mediator to conduct the mediation; or
 - b) if the parties are unable to agree on the appointment of a mediator within 14 days after the dispute is referred to mediation, the mediator must be-
 - i) for a dispute between a member and another member-a person appointed by the executive committee; or
 - ii) for a dispute between a member and the executive committee or the association-an accredited mediator or a mediator appointed by the director of the dispute resolution centre.
2. An accredited mediator may refuse to be the mediator, or the director of a dispute resolution centre may refuse to appoint a mediator, to mediate the dispute.
3. If subrule (2) applies, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

12D Conduct of mediation

1. If a mediator is appointed under rule 12A, the mediator must start the mediation as soon as possible after the appointment and try to finish the mediation within 28 days after the appointment.
2. Subrule (1) does not apply if the mediator is the director of a dispute resolution centre.
3. The mediator—
 - a) must give each party to the dispute an opportunity to be heard on the matter the subject of the dispute; and
 - b) must comply with natural justice; and
 - c) must not act as an adjudicator or arbitrator; and
 - d) during the mediation, may see the parties, with or without their representatives, together or separately.
4. The parties to the dispute must act reasonably and genuinely in the mediation and help the mediator to start and finish the mediation within the time required under subrule (1)
5. The costs of the mediation, if any, are to be shared equally between the parties unless otherwise agreed.
6. If the mediator cannot resolve the dispute, the parties may seek to resolve the dispute in accordance with the Act or otherwise at law.

12E Representation for grievance procedure

1. A party to a dispute may appoint any person to act on behalf of the party in the grievance procedure.
2. If a party appoints a person under subrule (1) to be the party's representative, the party must give written notice of the appointment to each of the following entities—
 - a) the other party to the dispute;
 - b) the executive committee;
 - c) if a mediator has been appointed before the party appoints the representative—the mediator.
3. A representative who acts for a party at a mediation must—
 - a) have sufficient knowledge of the matter the subject of the dispute to be able to represent the party effectively; and
 - b) be authorised to negotiate an agreement for the party.

12F Electronic communication for grievance procedure

Any meeting or mediation session required under the grievance procedure may be conducted by electronic means if the parties to the dispute and, for a mediation, the mediator agrees.

13 Conflicts of Interest

1. Prior to each meeting, the executive members will declare any personal interests relating to items of discussion.

Committee members have an obligation to declare both perceived and actual conflicts.

2. The minutes of the meeting will record the manner in which any conflicts are to be managed by the executive team.

14 Membership of Executive committee

- (1) The Executive committee of the association consists of a president, vice-president, secretary, treasurer, and any other members the association members elect at a general meeting.
- (2) A member of the executive committee must be a member of the Association.
- (3) At each annual general meeting of the association, the members of the committee must retire from office, but are eligible, on nomination, for re-election.
- (4) A member of the association may be appointed to a casual vacancy on the executive committee under rule

15 Electing the executive committee

- (1) A member of the executive 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 executive committee;
 - (b) the nomination must be—
 - (i) in writing or record in writing of a verbal nomination by the secretary; and
 - (ii) agreed in writing or by the recording of verbal agreement by the secretary by the candidate and the members who nominated him or her; and
 - (iii) given to the secretary prior to the voting process
 - (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 executive 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.
- (2) A person may be a candidate only if the person—
 - (a) is an adult; and
 - (b) is not ineligible to be elected as a member under section 61A of the Act.
- (3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be displayed or announced prior to voting at the annual general meeting.
- (4) If required by the executive committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

- (5) The executive committee must ensure that, before a candidate is elected as a member of the executive 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.

16 Resignation, removal or vacation of office of executive committee member

- (1) A member of the executive 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.
- (6) A member immediately vacates the office of member in the circumstances mentioned in section 64(2) of the Act.

17 Vacancies on executive committee

- (1) If a casual vacancy happens on the executive 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 executive committee may act despite a casual vacancy on the executive committee.
- (3) However, if the number of committee members is less than the number fixed as a quorum (more than 50 %) of the executive committee, the continuing members may act only to—
 - (a) increase the number of executive committee members to the number required for a quorum; or
 - (b) call a general meeting of the association.

18 Functions of executive committee

- (1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the executive committee has the general control and management of the administration of the affairs, property and funds of the association.
- (2) The executive 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 1D of the Act.
- (3) The executive 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 executive committee.

19 Meetings of executive committee

- (1) Subject to 19(2) the executive committee may meet and conduct its proceedings as it considers appropriate.
- (2) The executive committee must meet at least once every 4 months to exercise its functions.
- (3) The executive 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 executive committee.
- (5) The executive 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 by further consensus or, or in the absence of agreement in the negative.
- (8) The president is to preside as chairperson at an executive committee meeting.
- (9) If there is no president or if the president is not present within 15 minutes after the time fixed for an executive committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

20 Quorum for, and adjournment of, executive committee meeting

- (1) At a executive committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for an executive committee meeting called on the request of members of the committee, the meeting lapses.

- (3) If there is no quorum within 30 minutes after the time fixed for an executive committee meeting called other than on the request of the members of the committee—
 - (a) the meeting is to be adjourned for at least 1 day; and
 - (b) the members of the executive committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in subrule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

21 Special meeting of executive committee

- (1) If the secretary receives a written request signed by at least 33% of the members of the executive 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 executive committee must be held within 14 days after notice of the meeting is given to the members of the executive committee.

22 Minutes of executive committee meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each executive committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each executive meeting will be read at the next executive meeting and recorded as a correct record. Business arising from the minutes will be part of the meeting's agenda.

23 Appointment of subcommittees

- (1) The executive committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.
- (2) A member of the subcommittee who is not a member of the executive committee is not entitled to vote at an executive committee meeting.
- (3) A subcommittee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A subcommittee may meet and adjourn as it considers appropriate.
- (6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

24 Acts not affected by defects or disqualifications

- (1) An act performed by the executive committee, a subcommittee or a person acting as a member of the executive 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 executive committee, subcommittee or person acting as a member of the executive committee; or
 - (b) a executive committee member, subcommittee member or person acting as a member of the executive committee was disqualified from being a member.

25 Resolutions of executive committee without meeting

- (1) A written resolution signed by each member of the executive committee is as valid and effectual as if it had been passed at a committee meeting that was properly called and held. Electronic signatures are permissible.
- (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. Electronic signatures are permissible.

26 Annual general meetings

Each annual general meeting must be held—

- (a) at least once each year; and
- (b) within 6 months after the end date of the association's reportable financial year.
- (c) The association will disclose any remuneration paid and any benefits given to committee members or their relatives.

26A Executive committee members to be elected at annual general meeting

The association must elect the members of the executive committee at each annual general meeting of the association.

27 Other business for annual general meeting

- (1) The following business must be conducted at each annual general meeting of the association
- (2) The executive committee will determine the legislative requirements as per the current size of the association. —
 - (a) receiving the association's financial statement, and audit report, for the last reportable financial year;
 - (b) presenting the financial statement and audit report to the meeting for adoption;
 - (c) if applicable, for a large incorporated association—appointing an auditor or an accountant for the present financial year;
 - (d) for a medium or small association—

appointing an auditor, an accountant or an approved person for the present financial year.

28 Other business for annual general meeting of other medium incorporated associations

- (1) This rule applies if the association is a medium incorporated association to which sections 59A and 59AB of the Act apply.
- (2) The following business must be conducted at each annual general meeting of the association—
 - (a) receiving the association's financial statement, and verification statement, for the last reportable financial year.
 - (b) presenting the financial statement and verification statement to the meeting for adoption;
 - (c) appointing an auditor, an accountant or an approved person for the present financial year.

29 Other business for annual general meeting of other small incorporated associations

- (1) This rule applies if the association is a small incorporated association to which sections 59A and 59AB of the Act apply.
- (2) The following business must be conducted at each annual general meeting of the association—
 - (a) receiving the association's financial statement, and verification statement, for the last reportable financial year.
 - (b) presenting the financial statement and verification statement to the meeting for adoption.

30 Notice of general meeting

- (1) The secretary may call a general meeting of the association.
- (2) The secretary must give at least 14 days' notice of the meeting to each member of the association.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The executive committee may decide the way in which the notice must be given.
- (5) However, notice of the following meetings must be given in writing—
 - (a) a meeting called to hear and decide the appeal of a person against the executive committee's decision—
 - (i) to reject the person's application for membership of the association; or (ii) to terminate the person's membership of the association.
 - (b) a meeting called to hear and decide a proposed special resolution of the association.
- (6) A notice of a general meeting must state the business to be conducted at the meeting.

31 Quorum for, and adjournment of, general meeting

- (1) The quorum for a general meeting is at least the number of members elected or appointed to the executive committee at the close of the association's last general meeting plus 1.

- (2) However, if all members of the association are members of the executive committee, the quorum is the total number of members less 1.
- (3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.
- (4) If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the executive committee or the association, the meeting lapses.
- (5) If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the executive committee or the association— (a) the meeting is to be adjourned for at least 7 days; and
 - (b) the executive committee is to decide the day, time and place of the adjourned meeting.
- (6) The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subrule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

32 Procedure at general meeting

- (1) A member may take part and vote in a general meeting in person, by proxy, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (2) A member who participates in a meeting as mentioned in subrule (1) is taken to be present at the meeting.
- (3) At each general meeting—
 - (a) the president is to preside as chairperson; and
 - (b) if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the members present must elect 1 of their number to be chairperson of the meeting; and (c) the chairperson must conduct the meeting in a proper and orderly way.

33 Voting at general meeting

- (1) 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.
- (2) 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.
- (3) 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.
- (4) The method of voting is to be decided by the executive committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides.
- (7) 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.

34 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 executive committee; or (b) being given a written request signed by—
 - (i) at least 33% of the number of members of the executive 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 executive 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 executive 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 executive 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.

35 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—
 - (a) if the appointor is an individual—be signed by the appointor or the appointor's attorney properly authorised in writing; or
 - (b) if the appointor is a corporation—
 - (i) be under seal; or
 - (ii) be signed by a properly authorised officer or attorney of the corporation.

- (3) A proxy may be a 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*]

36 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—
 - (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and (b) give the member copies of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of the minutes.

37 By-laws

- (1) The committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal executive of the association.
- (2) A by-law may be set aside by a vote of members at a general meeting of the association.

38 Alteration of rules

- (1) Subject to the Act, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

- (2) However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

39 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 executive 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.
- (5) If a payment of \$100 must be authorised by 2 of the following:
 - (a) the president;
 - (b) the vice president;
 - (c) the secretary;
 - (d) the treasurer

- (6) All expenditure must be approved or ratified at an executive committee meeting.

40 General financial matters

- (1) On behalf of the executive committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

- (3) The end date of the association's financial year is 30 September in each year.

41 Documents

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

42 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.