

Southern District Motorsports
Association Incorporated



Constitution and Rules
21 February 2006

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1. Name

1.1 The name of the incorporated association is the Southern District Motorsports Association.

2. Definitions

2.1 In these rules:

‘Act’ means the Association Incorporation Act 1991.

‘Association’ means the Southern District Motorsports Association.

‘Committee’ means the governing council of the Association as elected or appointed in accordance with these rules.

‘Executive Committee’ means the President, Vice President, Secretary and Treasurer as elected or appointed in accordance with these rules.

‘Financial Year’ means the year ending 30 June each year.

‘General meetings’ means all meetings held in accordance with Rule 27.

‘Members’ means such persons as are members of the Club in accordance with the provisions of Rule 9.

‘Ordinary Committee Member’ means a non-executive member as elected or appointed in accordance with these rules.

‘Register’ means the Register of Members as defined in Rule 11.

‘Regulations’ means the Association Incorporation Regulations.

2.2 Where used, a word denoting the singular number includes the plural number and vice versa and a word denoting a gender includes all genders.

3. Objects

3.1 The objects for which the Association is established are:

- a. To be a not-for-profit Association established to encourage, foster, promote and develop motor sport;
- b. To provide and maintain suitable venues, materials, equipment and other facilities for the promotion of motor sport;
- c. To promote and hold meetings, competitions and gatherings for motor sport or any other motoring pastime under the affiliation of the Confederation of Australian Motor Sport (CAMS), or any other peak body as determined by the Committee from time to time, and conduct such meetings, competitions and gatherings or any other motoring pastime in observance of the selected body’s rules and regulations; and
- d. To affiliate with other like minded Associations or Clubs as deemed appropriate by the Committee.

4. Attaining Objects

4.1 The Association shall be empowered to do all things necessary which are incidental to and necessary for the attainment of the objects of the Association.

5. Property of the Association

5.1 The Association must apply all property and income of the Association towards the promotion of the objects of the Association and no part of that property or income is to be paid or otherwise distributed, directly or indirectly, to members of the Association, except in good faith in the promotion of those objects.

6. Powers of the Association

6.1 The powers of the Association are:

- a. To raise funds from any joining fees and annual subscriptions from members, from payments for events and functions organised by the Association, proceeds from the sale of merchandise, donations, sponsorships and other such sources as the Committee determines;
- b. To acquire, hold, deal with, and dispose of any real or association property;
- c. To open and operate bank accounts;
- d. To invest its money –
 - in any security in which moneys may be invested; or
 - in any other manner authorised by the rules of the Association;
- e. To borrow money upon such terms and conditions as the Association thinks fit;
- f. To give such security for the discharge of liabilities incurred by the Association as the Association thinks fit;
- g. To appoint agents and employees to transact any business of the Association on its behalf for reward or otherwise;
- h. To build, construct, erect, maintain, alter and repair any premises building or other structure of any kind and to furnish equip and improve the same for use by the Association;
- i. Accept donations and gifts in accordance with the objects of the Association;
- j. Print and publish any information by any media including newsletters, newspapers, the Internet, articles or leaflets for promotion of the Association;
- k. Provide scholarships, sponsorships, gifts and prizes in accordance with the objects of the Association;
- l. Organise social events for Members and the promotion of the Association; and
- m. To enter into any other contract the Association considers necessary or desirable.

7. Liability of Members

7.1 The liability of the members is limited. The liability of a Member of the Association to contribute towards the payment of the debts and liabilities of the Association or the costs, charges and expenses toward the winding-up of the Association is limited to the amounts, if any, unpaid by the Member in respect of membership or any other amount owing to the Association.

8. Structure

8.1 The Association shall consist of Individual, Family, Junior, Official and Life Members. From the body of Members shall be elected an Executive Committee

comprising President, Vice President, Secretary and Treasurer and a Committee made up of the Executive Committee and as many other Members (with a minimum of six (6)) as deemed necessary for the efficient and effective running of the Association under Rule 16.

9. Membership

9.1 The Association shall consist of the classes of Members set out in this Rule. Any person who supports the objects of the Association shall be eligible for membership shall enjoy the full benefits and privileges of membership so long as his subscriptions are paid or unless he is expelled under Rule 14. The number of each class of Member shall be unlimited.

9.2 The Membership categories are:

Individual Member

Any individual who is a financial member of the Association is entitled to hold any office and enjoy the privileges of the Association including participation in motor sports organised by the Association.

Family Members

Family membership will comprise any members of the same immediate family unit residing at the same address. Any family member who is a financial member of the Association is entitled to hold any office and enjoy the privileges of the Association including participation in motor sports organised by the Association.

Official Member

An Official Member will pay a reduced subscription on the understanding that they undertake to officiate at a set number of motor sports events organised by the Association. Any Official Member who is a financial member of the Association is entitled to hold any office and enjoy the non-competitive privileges of the Association.

Life Member

Life Membership may be granted to a Member who has made, over a period of years, a significant contribution to the Association. Nominations for Life Membership must be made to the Committee by two (2) Committee Members. The nomination must then be approved by a simple vote of Committee Members present at the Committee Meeting. Life Members can also be nominated at an Annual General Meeting by two (2) members of the Association. Any such nominations will then be considered at the next Committee Meeting.

Once approved, Life Membership may be bestowed at any occasion considered appropriate by the Committee.

A Life Member of the Association is entitled to hold any office and enjoy the privileges of the Association including participation in motor sports organised by the Association.

No annual subscription is payable by a Life Member.

Patron

The Association may, at its discretion, elect a Patron and/or Vice Patron of the Association for such period as may be deemed desirable. Such Patron or Vice Patron shall not be eligible to vote, hold another office or participate in Association motor sports activities unless they are current members of the Association under another category of membership. Nominations for Patron or Vice Patron must be made to the Committee by two (2) Committee Members. The nomination must then be approved by a simple vote of Committee Members present at the Committee Meeting.

No annual subscription is payable by a Patron or Vice Patron unless they wish to hold another category of membership.

Day Membership

Day Membership will also be available to members of other CAMS affiliated associations and clubs to enable them to participate in Association events. Such Memberships will be limited to two (2) per membership year and fees paid within that year will be deducted from the annual subscription payable under rule 12.2.

10. Application for Membership

10.1 An Application for Membership shall be completed and signed by the applicant and shall be in such form as determined by the Committee from time to time and submitted to the Membership Secretary for processing.

10.2 The Application must contain a statement that the applicant supports the objects of the Association and agrees to adhere to the Constitution and Rules of the Association.

10.3 Day Memberships may be approved on the day they are submitted provided all requirements are met by the applicant. Rule 10.1 will apply to Day Memberships.

10.4 The Committee reserves the right to reject any application or, in relation to a day membership, any three Committee members may make a determination.

11. Register of Members

11.1 The Committee shall appoint a member of the Committee to maintain an up to date register of members of the Association. The Register shall contain the name of the member, membership number, date of joining, full contact details and preferred method of contact for the despatch of notices.

11.2 Within the provisions of the Privacy Act, the Register shall be open to inspection, free of charge, at all reasonable times by any Member who previously applies to the holder of the Register for such an inspection.

11.3 Day Members will not be included on the Register of Members.

12. Fees and Subscriptions

12.1 The Association's membership year shall commence on 1 July and all subscriptions become payable in advance for the next year from that date.

12.2 The subscription payable for each class of membership of the Association and any joining fee for new Members and Unfinancial Members rejoining shall be such amounts as determined by the Committee from time to time.

12.3 The first subscription of a new Member shall be the current annual subscription at the time of application, or such varied amount as may be determined by the Committee, plus any joining fee, if any.

13. Unfinancial Members

13.1 Any Member whose subscription or any amount owing to the Association remain unpaid after the renewal date shall be deemed to be unfinancial and shall lose his right to vote at any meeting of the Association and shall not be entitled to enjoy the benefits and privileges of Membership.

13.2 A Member who becomes unfinancial shall be eligible for readmission only upon payment of the membership fee and any other monies owing to the Association.

13.3 Any Member who is not current with their subscription will not be entitled to participate in any Association motor sport event.

14. Cessation of Membership

14.1 Any person's Membership will cease if any of the following occurs;

- a. Death.
- b. Resignation.
- c. Expulsion.
- d. A Member's annual membership fee is unpaid after the due date.

14.2 A Member may resign from membership of the Association by submitting notice in writing to the Secretary giving 14 days notice of the date of resignation. Resignation will only be accepted if all subscriptions and any other monies owing to the Association are fully paid.

14.3 The Committee shall have the power to suspend or expel any member of the Association for:

- a. False or inaccurate statements made in the member's application for membership of the Association,
- b. Persistent breach of any rule, regulation or by-law of the Association and
- c. By any act considered by the Committee to be detrimental to the Association.

14.4 Where the Committee passes a resolution under Rule 14.3, the Secretary shall cause a Notice in writing to be served on the Member setting out the resolution and the grounds on which it was based. The Secretary shall also advise the Member of his rights under Rule 14.5.

14.5 Any member who is suspended or expelled under the preceding Rule shall have the right to appeal, in writing to the Secretary, advising they wish to appeal against the Committee's decision to suspend or expel the Member by presenting their case to the next General Meeting. The decision of the General Meeting shall be final.

14.6 Any Member ceasing to become a member under Rule 14 shall not be entitled to a refund of any subscriptions paid to the Association.

15. Notices

15.1 A notice may be served by the Association on a Member, either personally or by sending it by post to his registered address or, if he has elected to receive correspondence and notices by electronic transmission, to his registered E-mail

address and shall be deemed to be served two (2) business days after the day of sending.

15.2 All notices (except personal) shall also be posted on the Associations website.

15.3 The non-receipt of or accidental omission to give any notice to any Member shall not invalidate the proceedings at any meeting to which such notice applies.

16. Committee

16.1 The Committee shall be formed by the election of financial members at the Annual General Meeting (AGM).

16.2 The Committee will comprise:

- a. the Executive, consisting of:

President;

Vice President;

Secretary;

Treasurer; and

- b. A minimum of six (6) ordinary Committee Members. The actual numbers considered necessary for the efficient and effective running of the Association shall be determined by the Committee from time to time. There can be a mix of office bearers and general Committee Members.

16.3 Apart from the President, any person may hold more than one position on the Committee at any one time.

16.4 Any Member of the Association that sits on a peak body of an organisation with similar Objects, in either a private capacity or as a representative of this Association, will be an ex-officio member of the Committee. They will not have voting rights.

16.5 Committee Members shall hold office from the conclusion of the Annual General Meeting at which they were elected to the conclusion of the following Annual General Meeting.

17. Election of Committee Members

17.1 The election of Committee member shall take place in the following manner:

- a. An election shall be held for each Executive Committee position and ordinary Committee member positions as determined in accordance with Rule 16.2. Notification of the positions for which an election will be held shall be provided to Members at least fourteen (14) days before the Annual General Meeting at which the election is to take place.
- b. Any two (2) financial Members of the Association may nominate any other financial Member for election to a position on the Executive Committee or ordinary Committee position.
- c. The nomination shall be in writing, naming the position in respect of which the nomination is being made, be signed by the proposer and seconder and lodged with the Secretary prior to the Commencement of the Annual General Meeting.

- d. On receipt of any such nomination the Secretary shall advise the nominee and append to or note on the proposal the agreement or refusal of the nominee to be a candidate.
- e. For any position for which there are no nominations in advance of the Annual General Meeting, the Chairman shall call for verbal nominations from those present at the Annual General Meeting. Such nominations shall be moved and seconded by Members of the Association and have the concurrence of the nominee.
- f. If the number of nominations received is equal to the number of vacancies to be filled, the person nominated shall be taken as elected.
- g. If the number of nominations received exceeds the number of vacancies to be filled, then a secret ballot will be held. To conduct the ballot, the Members present at the Annual General Meeting shall appoint two (2) Returning Officers who shall not be candidates for the position, and the Chairman shall announce the name of the Member to be elected to the position when the count has been completed and agreed upon by the Returning Officers. The elected candidate will be the candidate with the highest number of votes. Where a vote is tied, a second election shall be held. In the event of a second tie, the Chairman shall have a second or casting vote.
- h. The election of Committee members shall be made in the following order: President; Vice President; Secretary; Treasurer followed by other positions the out-going Committee determines should be individually elected followed by other ordinary Committee positions.
- i. In case there are not a sufficient number of candidates nominated, the Committee shall fill the remaining vacancy or vacancies in accordance with Rule 20.

18. Resignation from the Committee

18.1 A member of the Committee may resign from his elected position, and hence membership of the Committee, at any time by giving notice in writing to the Secretary.

18.2 Such resignation will take effect at the time the notice is received by the Secretary unless a later date is specified in the notice in which case it will take effect on that later date.

19. Removal from the Committee

19.1 Subject to Section 50 of the Act, the office of a Committee member shall be vacated if such member:

- a. Ceases to be a Member of the Association, becomes unfinancial, or submits his resignation in accordance with Rule 14;
- b. Absents himself from three (3) consecutive Committee meetings without leave of absence or just cause, and if his office is declared vacant by a resolution of the Committee; or
- c. Becomes bankrupt, or is prohibited from holding office of a company under the Corporation Act 2001 or other Law.

20. Vacancies on the Committee

20.1 The Committee shall have the power at any time to appoint any Member to the Committee, either to fill a casual vacancy or as an addition to the existing Committee members subject to the concurrence of the Member. Any Committee member so appointed shall hold office until the conclusion of the following Annual General Meeting.

21. Powers and Duties of the Committee

21.1 Subject to the Act and these rules, the Committee shall manage the business of the Association including receiving and dealing with correspondence, processing applications for membership, banking monies received and payment of expenses incurred, maintaining books of record and preparing annual accounts, arranging items of business for General Meetings, maintaining minutes of General Meetings and Committee Meetings, implementing resolutions passed by General Meetings of the Association and generally carry out the duties usually carried out by the management committees of similar Associations and Clubs.

21.2 The Committee shall be the final authority for the interpretation of the Constitution and Rules of the Association subject to any contrary provision in the laws of the Australian Capital Territory or Australia.

22. Roles and Duties of Executive Committee Members

22.1 The roles and duties of the members of the Executive are outlines as follows:

- a. The **President** shall chair General Meetings and Committee Meetings of the Association and shall ensure that minutes are taken of proceedings and resolutions passed at these meetings. He shall act as the Association's representative in dealings with outside bodies as appropriate.
- b. The **Vice President** shall assist the President in the execution of his duties and in the event of illness, absence or other just cause of the President shall assume the duties of the President.
- c. The **Secretary** shall manage the Association's general business including receiving and issuing correspondence of a routine nature on behalf of the Association and Committee, issue notices of General Meetings and Committee Meetings, cause the keeping of the minutes of proceedings and resolutions passed at such meetings and generally do such other work as is usually performed by the Secretary of like Associations or Clubs.
- d. The **Treasurer** shall maintain the Association's financial records including the banking of monies received, making payments to suppliers and other creditors, issuing invoices and statements to debtors, recording all transactions in the cashbook and general ledger as appropriate and attending to all taxation matters, as appropriate, with the Australian Taxation Office. At each Committee meeting, the Treasurer will submit a statement of the financial position of the Association and of payments and receipts since the previous Committee meeting. At the Annual General Meeting the Treasurer will present a financial report consisting of a statement of income and expenditure for the previous financial year ending on 30 June and a balance sheet of assets and liabilities as at that date.

23. Roles and Duties of Other Committee Members

23.1 The following functions, and any others considered necessary by the Committee, may be nominated by the outgoing Committee as elected positions at the Annual General Meeting or assigned by the incoming Committee to any financial Member:

Office Bearers

- a. The **Membership Secretary** will be responsible for maintaining the Register of Members in accordance with the requirement of Rule 11. He shall also process new membership requests.
- b. The **Club Captain** will maintain the Drivers Championship point score and the Club Person of the Year point score. He shall also maintain the track records for Fairbairn Park Hillclimb which includes: Open single lap records; Club single lap records; Club Double lap records and records for any other type of event that may be held. He shall also arrange for copies of these records to be displayed at relevant events and will supply a copy to Members on request.
- c. The **Pre-Event Secretary** will, in advance of motor sport events, organise officials, paperwork and liaison with CAMS seeking approval to run an event.
- b. The **Public Officer** must reside in the Australian Capital Territory and will be responsible for liaison with the Office of the Registrar-General including lodgment of the Association's Annual Return and other required forms and ensuring the Association complies with the Act.
- c. The **Assistant Secretary** will assist the Secretary and take the minutes of proceedings and resolutions passed at General Meetings and Committee Meetings.
- d. The **Magazine Editor** will be responsible for coordinating publication of the Association's Newsletter, arranging advertising and distribution by mail or E-mail depending upon Members individual preference.
- e. The **Publicity Officer** will undertake public relations and liaison with electronic and print media in relation to the activities of the Association.

General Committee Members

- f. **General Committee Members** will support the Executive and office bearers and will usually hold the Chair of any sub-Committees formed by the Committee.

24. Committee Meetings and Quorum

24.1 The Committee shall meet at least once a month in each year at such place and time as the Committee determines. Additional meetings of the Committee may be convened by any Member of the Committee.

24.2 Committee meetings will be closed to general Members unless they are specifically invited to attend for a specific purpose by a Member of the Committee or the provisions of this Rule are stood aside by the Committee for a specified duration or meeting.

24.3 Any four (4) Members of the Committee constitute a quorum for the transaction of business of a meeting of the Committee.

24.4 If a quorum is not present within half an hour from the time appointed for a Committee meeting, then the meeting shall be adjourned.

24.5 If the President or Vice President is unable to attend, then a chairperson nominated by the meeting shall chair that meeting.

25. Register of Committee Members

25.1 In accordance with the requirements of the Act, the Public Officer shall maintain a Register of Committee Members. The Register shall specify the name and address of each person who is a Committee Member of the Association together with the date on which that person was appointed as a Committee Member and ceases being a Committee Member.

25.2 Within the provisions of the Privacy Act, the Register shall be open to inspection, free of charge, at all reasonable times by any Member who previously applies to the Public Officer for such an inspection.

26. Sub-Committees

26.1 The Committee may delegate any of its powers or functions to one or more Sub-Committees consisting of not less than three (3) Members of the Association appointed by the Committee.

26.2 At least one (1) of the three (3) Members of a Sub-Committee shall be a Committee Member and will act as Chairman of the Sub-Committee. That Committee Member will also be responsible for reporting the actions of the Sub-Committee to the Committee.

26.3 A Sub-Committee may meet and adjourn as it thinks proper to complete its assigned duties.

26.4 Questions arising at any meeting of a Sub-Committee shall be determined by a majority of votes of the Members present. In the case of a tied vote, the Chairman shall have a second or casting vote.

26.5 Decisions of a Sub-Committee shall be ratified by the Committee.

26.6 The President is an ex-officio member of all Sub-Committees with full voting rights but the Chairman of the Sub-Committee retains the right of the second or casting vote.

27. General Meetings

27.1 General Meetings shall be held monthly, with the possible exceptions of January and December, with the meeting dates, time and venue prescribed in the Association's Calendar of Events. If a special resolution is to be put to Members at a meeting, not less than fourteen (14) days written notice shall be given of the meeting and its purpose.

27.2 In the case of the Annual General Meeting or an Extraordinary General Meeting the notice shall include the Agenda and Proxy Form and no items other than those specified on the Agenda shall be dealt with in the meeting.

27.3 For Ordinary General Meetings, only the principal items of business need be stated and items not on the Agenda may be discussed.

Annual General Meeting

27.4 The Annual General Meeting of the Association must be held within four months of the end of the club's financial year.

- 27.5 The Secretary shall give at least fourteen (14) days notice of the date of the Annual General Meeting, to members.
- 27.6 All financial members may attend the Annual General Meeting.
- 27.7 The quorum at the Annual General Meeting shall be a minimum of ten (10) Members of which three (3) shall be current Committee Members.
- 27.8 If, at the end of 30 minutes after the time appointed in the notice for the opening of the Meeting, there still be no quorum the meeting shall stand and adjourn for one week. If at such meeting there is no quorum those members present shall be competent to discharge the business of the meeting.
- 27.9 The agenda for an Annual General Meeting shall be;
- Opening of Meeting
 - Apologies
 - Confirmation of Minutes of previous Annual General Meeting
 - Presentation of Annual Report
 - Adoption of Annual Report
 - Presentation of Treasurer's statement
 - Election of New Executive & Committee and appointment of Auditor
 - Vote of thanks to outgoing Committee
 - Determination of Annual Membership Fee
 - Notice of Motion(s)
 - Urgent general business
 - Closure

General Meetings

- 27.10 General Meetings may be called by the Committee at such place and time as the Committee determines.
- 27.11 The quorum at the General Meeting shall be a minimum of seven (7) Members of which two (2) shall be current Committee Members.
- 27.12 If a quorum is not present within half an hour from the time appointed for a General Meeting, then the meeting shall be adjourned to the next scheduled General Meeting.

Extraordinary General Meetings

- 27.12 An Extraordinary General Meeting shall be convened by the Committee if it considers such a meeting necessary or if the Secretary is requested in writing to do so by no less than ten (10) ordinary Members of the Association. The request for an Extraordinary General Meeting shall clearly state the nature of business to be discussed at the meeting.

28. Voting

Committee Meetings

- 28.1 Questions shall be determined initially by voice acclamation or, if voice acclamation indecisive, by show of hands.

28.2 A poll may be demanded by the President or by not less than two (2) Committee Members present at the meeting. If a poll is demanded it will be carried out by secret ballot. The Chairman shall count the votes and announce the result of the ballot when the count has been completed.

28.3 The President shall be entitled to a deliberate vote and, in the event of a tied vote; the President shall exercise a second or casting vote.

28.4 Each Committee Member present shall have one (1) vote with the exception of ex-officio Committee Members who shall not vote.

Annual General Meetings, General Meetings & Extraordinary Meetings

28.5 Questions shall be determined initially by voice acclamation or, if voice acclamation indecisive, by show of hands.

28.6 A poll may be demanded by the President or by not less than three (3) Members present at the meeting. If a poll is demanded it will be carried out by secret ballot following the appointment of two (2) Returning Officers, who may also vote if independent Returning Officers cannot be found. The Chairman shall announce the result of the ballot when the count has been completed and agreed upon by the Returning Officers.

28.7 The President shall be entitled to a deliberate vote, and, in the event of a tied vote; the President shall exercise a casting vote.

28.8 Each financial Member present shall have one (1) vote with the exception of Junior Members who shall not vote.

29. Proxy Votes

29.1 Proxy votes shall only be applicable to an Annual General Meeting or Extraordinary General Meeting. Proxy votes should be declared at the commencement of the meeting.

29.2 Proxy votes shall be in writing, signed by the Member and can instruct his proxy to vote in favour of or against any proposed resolutions. Unless otherwise instructed by the Member, the proxy may vote as he thinks fit.

29.3 A person appointed as a proxy need not be a Member of the Association.

29.4 The proxy form may be along the following lines:

I,, being a financial Member of the Southern District Motorsports Association Inc. hereby appoint, whose signature appears below, or failing him the Chairman of the meeting as my proxy to vote on my behalf at the Annual General Meeting/Extraordinary General Meeting of the Association to be held on at and at any adjournment thereof.

My proxy is hereby instructed to vote in favour of/against the following resolutions:

29.5 For election of Committee positions, the proxy form shall indicate the position and the proxy's preferred candidate or candidates if several persons are to be elected to fill a number of vacancies.

30. Finance

30.1 All funds of the Association shall be deposited into the Association's accounts at such bank or recognised financial institution as the Committee may determine.

30.2 All accounts due by the Association shall be paid by cheque in accordance with Rule 30.7, by cash or by Electronic Transfer by the Treasurer after having being passed for payment at a Committee Meeting.

30.3 When immediate payment is necessary, accounts shall be paid by cheque in accordance with Rule 30.7 or cash and the action endorsed at the next Committee Meeting.

30.4 A statement showing the financial position of the Association shall be tabled at each Committee Meeting by the Treasurer.

30.5 A statement of Income and Expenditure, Assets and Liabilities shall be submitted to the Annual General Meeting. The auditor's report shall be attached to such financial report.

30.6 The financial year of the Association shall commence on 1 July each year. The accounts, books and all financial records of the Association shall be audited each year.

30.7 The signatories to the Association's account/s will be any two (2) from the following;

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Any other Committee position so nominated at a Committee Meeting.

31. Auditor

31.1 The Annual General Meeting shall elect or appoint an Auditor or Auditors.

31.2 The Auditor/s shall examine and audit all the books and accounts of the Association annually, and have the power to call for all books, papers, accounts, receipts etc., of the Association and report thereon to the Annual General Meeting.

32. Common Seal

32.1 The common seal of the Association shall be kept in the care of the Secretary.

32.2 The common seal of the Association shall not be used or affixed to any deed or document except pursuant to a resolution of the Committee and in the presence of at least the Secretary and two members of the Committee, all of whom shall subscribe their names as witnesses.

33. Power to Make By-Laws

33.1 The Committee shall have the power to make and publish any by-laws for the better management and control of the Association which shall be consistent with this Constitution and Rules.

34. Alterations to the Constitution

34.1 No alteration, repeal or addition shall be made to the Constitution except at the Annual General Meeting, or General Meeting, called for that purpose and notice of all motions to alter, repeal or add to the Constitution shall be given to members fourteen (14) days prior to the Annual General Meeting, or seven (7) days prior to a General Meeting called for such purpose.

34.2 Alterations to any By-laws can be made only at Committee Meetings provided notice of the proposed alteration has been duly notified to Committee Members.

34.3 Such motions, or any part thereof, shall be of no effect unless passed by a seventy five percent (75%) majority (Special Resolution) of those present and entitled to a vote at the Annual General Meeting, General Meeting or Committee Meeting, as the case may be.

34.4 Within one month of the passing of a Special Resolution, the Secretary or Public Officer shall undertake the necessary notifications in accordance with the Act.

35. Custody and Inspection of Books and Documents

35.1 Except as otherwise provided by this Constitution and Rules, the Secretary shall keep in his custody or under his control all records, books and other documents relating to the Association.

35.2 These records, books and documents shall be open to inspection, free of charge, at all reasonable times by any Member who previously applies to the Secretary for such an inspection.

36. Dissolution

36.1 If, on the winding up of the Association, any property of the Association remains after satisfaction of the debts and liabilities of the Association and the costs, charges and expenses of that winding up, that property shall be distributed:

- a. Another incorporated association having objects similar to those of the Association; or
- b. For charitable or benevolent purposes which shall be determined by resolution of the Members.