

IPSWICH CITY BIG BAND INC.

CONSTITUTION

February 2019

1. NAME

1.1. "IPSWICH CITY BIG BAND ASSOCIATION"

2. OBJECTS

2.1. The Ipswich City Big Band will provide an outlet for people of Ipswich to use their gifts and talents. Through the band, our members will invest their time, gifts and talents into the community by performing at community events. The association shall operate on a 'not for profit' basis.

3. POWERS

3.1. The association has the powers of an individual.

3.2. The association may, for example

- a) enter into contracts; and
- b) acquire, hold, deal with and dispose of property; and
- c) make charges for services and facilities it supplies; and
- d) do other things necessary or convenient to be done in carrying out its affairs.

3.3. The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

4. MEMBERSHIP

4.1. The membership of the association shall consist of ordinary members and is not limited to a number of members.

4.2. An application for membership must be in the form decided by the Management Committee from time to time.

4.3. A person who is a member is entitled to vote as an ordinary member and may be nominated to the Management Committee during the Annual General Meeting.

5. MEMBERSHIP FEES

5.1. The membership class for each class of membership is:

- a) the amount decided by the members from time to time at a general meeting; and
- b) payable when, and in the way, the Management Committee decides.

- 5.2. The creation or continuation of membership is subject to the payment of membership fees in full.
- 5.3. The Management Committee reserves the right to change, alter, vary or waive membership fees in special circumstances.
 - a) In such circumstances, the person receiving the changed, altered, varied or waived membership fees will become an ordinary member at the declaration of the committee and will retain all rights, benefits and privileges of an ordinary member.

6. ADMISSION AND REJECTION OF MEMBERS

- 6.1. The Ipswich City Big Band is committed to providing opportunities for members of the community to join the band and share their time, gifts and talents wherever possible.
- 6.2. All applications for admission as a member must be directed to the Management Committee or the Musical Director.
- 6.3. The Management Committee reserve discretion to accept or reject any such application for membership in consultation with the Musical Director.
- 6.4. If a majority of the Management Committee members present at the meeting vote to accept the applicant as a member, with the approval of the Musical Director, the applicant must be accepted as a member to the class of membership applied for.
- 6.5. The Secretary of the association must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

7. WHEN MEMBERSHIP ENDS

- 7.1. A member may resign from the association by giving a written notice of resignation to the Secretary.
- 7.2. The resignation takes effect on
 - a) the day and at the time the notice is received by the Secretary; or
 - b) if a later day is stated in the notice, the later day.
- 7.3. The Management Committee may terminate a member's membership if the member
 - a) is convicted of an indictable offence; or

- b) does not comply with any of the provisions of these rules; or
- c) has membership fees in arrears for at least 2 months; or
- d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the association.

7.4. Before the Management Committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.

7.5. If, after considering all representations made by the member, the Management Committee decides to terminate the membership, the Secretary of the committee must give the member a written notice of the decision.

8. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

8.1. A person whose application for membership has been rejected or whose membership has been terminated, has no right of appeal against the decision.

9. REGISTER OF MEMBERS

9.1. The Management Committee must keep a register of members.

9.2. The register of members must include the following particulars for each member:

- a) the full name and residential address of the member;
- b) the date of admission as a member;
- c) the date of death or resignation of the member;
- d) details about the termination or reinstatement of membership; and
- e) any other particulars the Management Committee or the members at a general meeting decide from time to time.

9.3. The register must be open for inspection to ordinary members at all reasonable times.

- a) A member must apply to the Secretary to inspect the register.
- b) The member must provide no less than 48 hours for the Management Committee to provide access to inspect the register

10. MEMBERSHIP OF THE MANAGEMENT COMMITTEE

10.1. The Management Committee shall at all times consist of a:

- a) President;
- b) Treasurer; and
- c) Secretary.

10.2. The Management Committee may also include a Vice-President from time to time.

10.3. At least one member of the Management Committee, other than the Secretary, must be a member of the association.

10.4. At each Annual General Meeting of the Association, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

10.5. The Musical Director may participate in Management Committee meetings and general meetings, with the same voting rights as a Management Committee member.

11. FUNCTIONS OF MANAGEMENT COMMITTEE

11.1. Subject to these rules or a resolution of the association members carried at a general meeting, the Management Committee

- a) has the general control and management of the administration of the affairs, property and funds of the association; and
- b) has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent.

11.2. The Management Committee may exercise the powers of the association:

- a) to borrow, raise or secure the payment of amounts in a way the association members 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.
- 11.3. For 11.2(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 association.

12. ROLES AND RESPONSIBILITIES OF THE MANAGEMENT COMMITTEE

12.1. All members of the Management Committee must act in the best interests of the association.

This may include, but is not limited to:

- a) acting in good faith;
 - b) using reasonable care and skill while doing their duties;
 - c) telling the committee if they have a possible conflict of interest (such as if a proposed action will financially benefit them);
 - d) not make false or misleading statements to the association's members
 - e) ensuring all Management Committee member's carry out their responsibilities;
 - f) bringing any relevant letters, emails or other association documents to the committee's attention.
- 12.2. All members of the Management Committee shall assist in the management of the association's affairs, property and funds as reasonably required.
- 12.3. PRESIDENT
- a) The President is responsible for ensuring that the Management Committee fulfills its responsibilities for the governance and success of the association.
 - b) The president shall be a spokesperson for the association and work to maintain and extend relationships within outside the association.

- c) The President shall provide leadership and direction to the Committee and will be responsible for ensuring that the Committee fulfills its responsibilities for the governance and success of the association.
- d) Specific duties of the President shall include, but are not limited to:
 - i) Acting as the chair of Management Committee meetings and ensuring that they are run efficiently and effectively;
 - ii) Acting as a signatory for the Association's legal and financial purposes;
 - iii) Ensuring the committee attend to matters of governance and compliance; and
 - iv) Consulting with the Management Committee to ensure that the other members are fulfilling and assisting them to optimise their contribution.

12.4. TREASURER

- a) The Treasurer is responsible for the financial supervision of the association and to communicate the financial position of the association to the Management Committee and members.
- b) Specific duties of the Treasurer shall include, but are not limited to:
 - i) Providing advice to the Committee on the management of finances;
 - ii) Administering all financial affairs;
 - iii) Supporting any required auditing processes;
 - iv) Receipt of all incoming monies;
 - v) Banking all monies;
 - vi) Paying all accounts or debts as they are incurred from time to time;
 - vii) Maintaining accurate financial records;
 - viii) Ensuring that all receipts and payments concur with bank deposits and withdrawals;
 - ix) Presenting financial reports at Committee Meetings, General Meetings or as requested by a member from time to time;
 - x) Arranging and dispatching invoices for periodical payment;
 - xi) Issuing membership fees;

- xii) Keeping accurate record of all membership payments; and
- xiii) Being a signatory on all financial accounts at all times.

12.5. **SECRETARY**

- a) If the association has not elected an interim officer as Secretary for the association before its incorporation, the members of the Management Committee must ensure a Secretary is appointed or elected for the association within 1 month after incorporation.
(2) If a vacancy happens in the office of Secretary, the members of the Management Committee must ensure a Secretary is appointed or elected for the association within 1 month after the vacancy happens.
- b) The Secretary must be an individual residing in, Queensland, or in another State but not more than 65 km from the Queensland border, who is
 - i) a member of the association elected by the association as Secretary; or
 - ii) any of the following persons appointed by the Management Committee
 - A) a member of the association's Management Committee;
 - B) a member of the association;
 - C) another person.
- c) The Management Committee may appoint a Secretary at any time by majority vote.
- d) Specific duties of the Secretary may include, but are not limited to:
 - i) Maintaining records of the association and the Management Committee;
 - ii) Recording minutes of Management Committee meetings and any General Meetings;
 - iii) Distributing meeting minutes to members within a reasonable timeframe following the meeting;
 - iv) Developing the agenda in consultation with other Committee members and distribution prior to the meeting;
 - v) Ensuring that accurate and sufficient documentation exists to meet compliance requirements

- vi) Ensuring that records are maintained as required by law and made available when required by authorised persons;
- vii) Ensuring the Constitution is accessible to all members or prospective members;
- viii) Ensuring that proper notification is given of Committee and general meetings as required;
- ix) Managing the general correspondence of the Management Committee except for such correspondence assigned to others; and
- x) Assist the Committee in providing systematic communication from the Committee to members and other relevant stakeholders.

12.6. VICE-PRESIDENT

- a) The Vice-President is to provide support for the President and the Management Committee as required.
- b) Specific duties of the Vice-President may include , but are not limited to:
 - i) Assisting the President to fulfill his/her responsibilities;
 - ii) Fulfilling responsibilities delegated or assigned to the Vice-President by the President;
 - iii) Assisting and working with the Management Committee to ensure all functions and responsibilities are properly carried out; and
 - iv) Acting in place of the President where required.

12.7. MUSICAL DIRECTOR

- a) A Musical Director may be appointed for the association from time to time on a contractual basis.
- b) The Management Committee may only appoint a Musical Director:
 - i) On majority vote of the Management Committee; and
 - ii) After reasonable consultation with all members.
- c) The Musical Director may be remunerated as determined by the Management Committee. Payment is only to be made on receipt of an invoice issued to the association by the Musical Director as a Contractor.

- d) The Musical Director is responsible for rehearsing, controlling the musical direction and development of the band, in addition to encouraging, assisting and developing the members.
- e) The Musical Director shall be consulted by the Management Committee with regards to potential new members.
- f) The Musical Director shall have the right to attend Management Committee meetings and shall have voting rights. They shall also have voting rights at General Meetings.
- g) A Musical Director may be removed from their position only if:
 - i) The Management Committee make a majority decision;
 - ii) The Musical Director is given the chance to show cause why they should not be removed; and
 - iii) The Musical Director is given notice of the final decision in writing.

13. ELECTING THE MANAGEMENT COMMITTEE

13.1. When a position becomes available on the Management Committee they may only be elected as follows

- a) During the Annual General Meeting, any 2 members of the association may nominate from the floor another member (the "candidate") to serve as a member of the Management Committee;
- b) each member present at the Annual General Meeting may vote for any number of candidates not more than the number of vacancies;

14. VACANCIES ON MANAGEMENT COMMITTEE

14.1. If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.

14.2. The continuing members of the Management Committee may act despite a casual vacancy on the Management Committee.

15. RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBERS

- 15.1. A Management Committee member may resign from the committee by giving written notice of resignation to the Secretary.
- 15.2. The resignation takes effect on:
 - a) the day and at the time the notice is received by the Secretary; or
 - b) if a later day is stated in the notice- the later day.
- 15.3. A member may be removed from office at a general meeting of the association if a majority of the members present at the meeting vote in favour of removing the member.
- 15.4. 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.
- 15.5. The Management Committee may remove the association's Secretary at any time.
- 15.6. A member has no right of appeal against the member's removal from office under this section.
- 15.7. Retiring or removed members of the Management Committee must reasonably and diligently assist the Management Committee by providing any and all documents, materials, property or otherwise of ICBB to a member of the Management Committee.

16. MEETINGS OF MANAGEMENT COMMITTEE

- 16.1. Subject to this clause, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- 16.2. The Management Committee must meet at least once every 4 months to exercise its functions.
- 16.3. The committee must decide how a meeting is to be called.
- 16.4. Notice of a meeting is to be given in the way decided by the committee.
- 16.5. If the Secretary receives a written request signed by at least 33% of the Management Committee members, the Secretary must call a special meeting of the committee.
- 16.6. 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.
- 16.7. At a Management Committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- 16.8. A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- 16.9. A Management Committee member must not vote on a question about a contract or proposed contract with the association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
- 16.10. The Secretary must give each Management Committee member at least 14 days' notice of a special meeting of the committee.
- 16.11. 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 meeting.
- 16.12. The President or, if there is no President, or if the President is not present within 10 minutes after the time fixed for a Management Committee meeting, the Vice-President is to preside as chairperson at the meeting (if a Vice-President is appointed).
- 16.13. Where a Vice-President is not appointed, or the President and Vice-President are absent from a Management Committee meeting, the members may choose one of their number to preside as chairperson at the meeting.
- 16.14. If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called on the request of committee members, the meeting lapses.
- 16.15. If a quorum is not present within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of committee members, the meeting is to be adjourned to:
- a) the same day, time and place in the next week; or
 - b) a day, time and place decided by the committee.

16.16. If, at the adjourned meeting, a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

17. DELEGATION OF MANAGEMENT COMMITTEE POWERS

17.1. The Management Committee may delegate the whole or part of its powers to a subcommittee consisting of the association members considered appropriate by the committee.

17.2. A subcommittee may only exercise delegated powers in the way the Management Committee decides.

17.3. A subcommittee may elect a chairperson of its meetings.

17.4. 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.

17.5. A subcommittee may meet and adjourn as it considers appropriate.

17.6. 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.

18. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

18.1. An act performed by the Management Committee, a subcommittee or a person acting as a member of the Management Committee is taken to have been validly performed.

18.2. 18.1 applies even if the act was performed when

- a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee; or
- b) a Management Committee member, subcommittee member or person acting as a member of the Management Committee was disqualified from being a member.

19. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

19.1. A written resolution signed by each member of the Management Committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.

19.2. A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

20. FIRST GENERAL MEETING

20.1. The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the association is incorporated.

20.2. The Management Committee must decide where the meeting is to be held.

20.3. The business to be conducted at the first general meeting must include the appointment of an auditor.

21. FIRST ANNUAL GENERAL MEETING

21.1. The first annual general meeting must be held within 18 months after the day the association is incorporated.

22. SUBSEQUENT ANNUAL GENERAL MEETINGS

22.1. Each subsequent annual general meeting must be held

- a) at least once each year; and
- b) within 6 months after the end of the association's previous financial year.

23. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

23.1. The following business must be conducted at each annual general meeting

- a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the association for the last financial year;
- b) receiving the auditor's report on the financial affairs of the association for the last financial year (where an audit was required);
- c) presenting the audited statement to the meeting for adoption (where an audit was required);
- d) electing members of the Management Committee;
- e) appointing an auditor.

24. SPECIAL GENERAL MEETING

24.1. The Secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after:

- a) being directed to call the meeting by the Management Committee; or
- b) being given a written request signed by
 - i) at least 33% of the members of the association presently on the Management Committee; or
 - ii) at least the number of ordinary members of the association equal to double the number of members of the association presently on the Management Committee plus one; or
- c) being given a written notice of an intention to appeal against the decision of the Management Committee to:
 - i) reject an application for membership; or
 - ii) terminate a person's membership.
- d) A request must state
 - i) why the special general meeting is being called; and
 - ii) the business to be conducted at the meeting.

25. NOTICE OF GENERAL MEETING

25.1. The Secretary may call a general meeting of the association.

25.2. The Secretary must give at least 14 days notice of the meeting to each association member.

25.3. The Management Committee may decide the way in which the notice must be given.

25.4. However, notice of the following meetings must be given in writing

- a) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the Management Committee; or
- b) a meeting called to hear and decide a proposed special resolution of the association.

25.5. A notice of a general meeting must state the business to be conducted at the meeting.

26. QUORUM FOR, AND ADJOURNMENT OF GENERAL MEETING

- 26.1. Subject to 26.5, at a general meeting the number of members equal to double the number of members of the association presently on the Management Committee plus one to form a quorum.
- 26.2. No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- 26.3. If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the association, the meeting lapses.
- 26.4. If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the association, the meeting is to be adjourned to
 - a) the same day, time and place in the next week; or
 - b) a day, time and place decided by the Management Committee.
- 26.5. If at an adjourned meeting, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- 26.6. The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- 26.7. If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- 26.8. 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.
- 26.9. 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.

26.10. In this rule - "member" includes a person attending as a proxy or representing a corporation that is a member.

27. PROCEDURE AT GENERAL MEETING

27.1. Subject to these rules, at each general meeting

- a) the President or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, another Management Committee member shall act as chairperson;
- b) If the Vice-President is absent or unwilling to act as chairperson, the members present must elect one of their number to be chairperson of the meeting;
- c) the chairperson must conduct the meeting in a proper and orderly way;
- d) each question, matter or resolution must be decided by a majority of votes of the members present;
- e) each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote;
- f) 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;
- g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot;
- h) if a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides;
- i) 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;
- j) a member may vote in person or by proxy or by attorney and:
 - i) on a show of hands, each person present who is a member or a representative of a member has one vote;
 - ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has one vote; and
- k) an instrument appointing a proxy must be in writing; and

- i) if the appointor is an individual -signed by the appointor or the appointor's attorney properly authorised in writing; or
- ii) if the appointor is a corporation -either under seal or signed by a properly authorised officer or attorney of the corporation; and
- l) a proxy may be a member of the association or another person; and
- m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form:

ASSOCIATION:

I, _____ of _____ being a member of the association,
 appoint _____ 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 / *against (*Strike out whichever is not wanted)

Unless otherwise instructed, the proxy may vote as the proxy considers appropriate;

- o) 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;
- p) the Secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting and general meeting are entered in a minute book;

- q) the Secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the Secretary for the inspection.

27.2. To ensure the accuracy of the minutes recorded:

- a) the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy; and
- b) 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
- c) 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.

28. BY-LAWS

28.1. The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the association

28.2. (2) A by-law may be set aside by a vote of members at a general meeting of the association

29. ALTERATION OF RULES

29.1. Subject to the *Associations Incorporation Act 1981* (Qld) or equivalent legislation or regulation (as may apply from time to time), these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

29.2. However an amendment, repeal or addition is valid only if it is registered by the chief executive

30. COMMON SEAL

30.1. The Management Committee must ensure the association has a common seal.

30.2. The common seal must be:

- a) kept securely by the Management Committee; and
- b) used only under the authority of the Management Committee.

- 30.3. Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by
- a) the Secretary; or
 - b) another member of the Management Committee; or
 - c) someone appointed by the Management Committee.

31. FUNDS AND ACCOUNTS

- 31.1. The funds of the association must be kept in an account in the name of the association in a financial institution decided by the Management Committee.
- 31.2. Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the association.
- 31.3. All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 31.4. If an amount of \$100 or more is paid by cheque, the cheque must be signed by the following
- a) the President; and
 - b) the Treasurer.
- 31.5. Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- 31.6. A petty cash account must be kept on the system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- 31.7. All expenditure must be approved or ratified at a Management Committee meeting.
- 31.8. The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
- a) the income and expenditure for the financial year just ended;
 - b) the association's assets and liabilities at the close of the year; and
 - c) the mortgages, charges and securities affecting the property of the association at the close of the year.
- 31.9. If the association is incorporated within 3 months before the end of the association's financial year, 31.8 does not apply for the financial year in which the association is incorporated.

31.10. The income and property of the association must be used solely in promoting the association's objects and exercising the association's powers.

32. AUDITING REQUIREMENTS

32.1. The association must comply with the financial audit requirements set out in legislation and regulations as they apply from time to time.

32.2. Where a financial audit is required:

- a) the Treasurer must arrange for an auditor to audit the association; and
- b) The Treasurer must present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.

33. DOCUMENTS

33.1. The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the association.

34. FINANCIAL YEAR

34.1. The financial year of the association closes on 28th February in each year.

35. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

35.1. This section applies if the association

- a) is wound-up under Part 10 of the Act; and
- b) it has surplus assets.

35.2. The surplus assets must not be distributed among the association member

35.3. 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.