

Rules of Reggio Emilia Australia Information Exchange Inc.

(Also known as the Constitution of Reggio Emilia Australia Information Exchange Inc.)

Index

Statement of Purposes

1. The name of the Incorporated Association is: 2
2. The purposes for which the incorporated Association is established are: 2

Rules of Reggio Emilia Australia Information Exchange Incorporated

1. Name 3
2. Interpretation..... 3
3. Membership 3
4. Register of Members 4
5. Finance 4
6. Authorisation to Trade 4
7. Resignation of a Member 4
8. Expulsion of a Member 4
9. Grievance Procedure..... 5
10. General Meeting 6
11. Annual General Meeting 6
12. Special General Meeting 7
13. Notice of General Meetings 7
14. Notices 8
15. Proceedings at General Meetings 8
16. Voting at General Meetings 9
17. Committee of Management..... 10
18. Election of Committee of Management..... 11
19. Removal of a Member of the Committee 12
20. Proceedings of Committee Meetings..... 12
21. Project Groups 13
22. Role of Office Bearers 13
23. Public Officer 13
24. Treasurer 14
25. Payments..... 14
26. Distribution of Assets 15
27. Association Registration Number..... 15
28. Alteration of Rules and Statement of Purpose 15
29. Winding Up..... 15
30. Annual Returns..... 15
31. Custody of Records 16
32. Auditor 16

Statement of Purposes

1. The name of the Incorporated Association is:

REGGIO EMILIA AUSTRALIA INFORMATION EXCHANGE INCORPORATED

re search for a new culture of childhood

2. The purposes for which the incorporated Association is established are:

- (i) To facilitate the exchange of information about the ongoing educational project of the City of Reggio Emilia in Northern Italy.
- (ii) To encourage study and understanding of the Reggio Emilia educational project and to create an awareness that this is a provocation (not a model) to reflect upon in early childhood care and education settings in Australia.
- (iii) To promote a strong and positive image of children and to advocate for their rights both as citizens, and in realising their potentials.
- (iv) To promote the values of a just and civil society within our organisation and the wider community.
- (v) To promote reciprocal relationships and collaboration both within and between groups of children, early childhood practitioners, and families.
- (vi) To manage the funds and other assets and liabilities of the present Association known as:
REGGIO EMILIA AUSTRALIA INFORMATION EXCHANGE INCORPORATED
re search for a new culture of childhood
solely for the intention of carrying out the above mentioned purposes and not otherwise.
- (vii) The predominant purpose of this Association is charitable. No individual member of the Association will take personal profit merely from membership of the Association.

1. Name

The name of the Association is:

REGGIO EMILIA AUSTRALIA INFORMATION EXCHANGE INCORPORATED

re search for a new culture of childhood

2. Interpretation

2.1 In these rules unless the contrary intention appears:

- 'Association' means Reggio Emilia Australia Information Exchange Incorporated.
- 'Committee' means the Committee of Management of the Association elected in accordance with these Rules.
- 'Ordinary Member' of the Committee means a member of the committee who is not an Officer of the Association.
- 'Fee' means any monies payable by members of the Association, including annual or joining subscriptions.
- 'Financial year' means the year ending on Dec 31.
- 'General Meeting' means a general meeting of members convened in accordance with these Rules.
- 'Member' means a member of the Association.
- 'Act' means the Associations Incorporations Act 1981
- 'Relevant documents' means records or other documents, however compiled, recorded or stored, that relate to the incorporation and management of an incorporated association, including membership records, accounts, accounting records and documents relating to transactions, dealings, business or property of the Association.
- Words or expressions contained in these rules shall be interpreted in accordance with the provisions of the *Interpretation of Legislation Act 1984* and the Act as in force from time to time.

2.2 The Public Officer shall be the Secretary of the Association elected in accordance with these Rules or such other person as appointed by the Committee.

3. Membership

The members of the Association shall comprise any interested citizen approved by the Association.

- (a) An applicant for membership becomes a member and is entitled to exercise the rights of membership when:
- his/her name is entered in the register of members; and
 - he/she pays the annual subscription set by the committee at a committee meeting; or
 - he/she is nominated by the committee to receive special category membership that is exempt from annual subscriptions. (E.g. Life Member, Honorary Member)
- (b) A right, privilege or obligation of a person by reason of membership of the Association:
- is not capable of being transferred or transmitted to another person; and
 - terminates upon the cessation of membership

4. Register of Members

REAIE appoints the Office Manager to ensure that the Association keeps and maintains a register of members containing the full name and address and date of entry of the name of each member. A member of the Association under Rule 3 who has not paid the annual subscription within three months following the anniversary of their membership, shall be deemed to have resigned and the REAIE shall mark in the register of members an entry recording the date on which the member has ceased to be a member.

5. Finance

Finance shall be obtained from any fees, endowments, grants, public subscriptions, voluntary contributions, and fund raising efforts and educational programs. REAIE will run a financial year as per a calendar year, January 1 to December 31.

6. Authorisation to Trade

The Association is authorised to trade in accordance with section 51(4) of the Associations Incorporation Act 1981.

7. Resignation of a Member

A member of the Association can resign from the Association by not paying annual membership fees.

8. Expulsion of a Member

8.1 Subject to these Rules, the Committee may, by resolution:

- (a) expel a member from the Association;
 - (b) suspend a member from membership of the Association for a specified period;
- if the Committee is of the opinion that the member has refused or neglected to comply with these Rules, or has been guilty of conduct that is unbecoming of a member or prejudicial to the interests of the Association

8.2 Upon the passing of a resolution by the Committee under Rule 8.1, the Secretary shall, as soon as is practicable, ensure that the member is served with a notice in writing:

- (a) setting out the resolution of the Committee and the grounds on which it is based;
- (b) stating that the member or his/her representative may address the Committee at a meeting to be held not earlier than fourteen and not later than twenty-eight days after service of the notice;
- (c) stating the date, place and time of that meeting; and
- (d) informing the member that they may do one or more of the following:
 - (i) attend that meeting;
 - (ii) give the Committee before the date of that meeting a written statement seeking the revocation of the resolution;
 - (iii) not later than forty-eight hours before the date of the meeting, lodge with the Secretary a notice to the effect that the member wishes to appeal to the Association in a general meeting against the resolution

- 8.3 A resolution of the Committee under Rule **8.1** does not take effect unless:
- (a) the Committee, at a meeting held not earlier than 14 and not later than 28 days after the service on the member of a notice under Rule **8.2**, confirms the resolution in accordance with this clause; and
 - (b) the Association confirms the resolution in accordance with this clause, in cases in which the member exercises a right of appeal to the Association under this clause
- 8.4 At a meeting of the Committee, held in accordance with Rule **8.3**, the Committee shall:
- (a) give to the member, or his/her representative, an opportunity to be heard;
 - (b) give consideration to any written statement submitted by the member; and
 - (c) determine by resolution whether to confirm or to revoke the resolution
- 8.5 Upon receipt by the Secretary of a member's notice under Rule **8.2 (d) (iii)**, the Secretary shall notify the Committee. The Committee shall convene a general meeting of the Association to be held within 28 days after the date on which the Secretary receives the notice.
- 8.6 At a general meeting of the Association convened under Rule **8.5**:
- (a) no business other than the question of the appeal shall be transacted;
 - (b) the Committee may place before the meeting details of the grounds for the resolution and the reasons for the passing of the resolution;
 - (c) the member shall be given an opportunity to be heard; and
 - (d) the member or his/her representative present shall vote by secret ballot on the question of whether the resolution should be confirmed or revoked
- 8.7 If, at the general meeting:
- (a) a minimum of two-thirds of the members vote in person in favour of the confirmation of the resolution, the resolution is confirmed; and
 - (b) in any other case, the resolution is revoked

9. *Grievance Procedure*

9.1 Objective:

The objective of the Grievance Procedure is to resolve any disputes under the rules between:

- (a) a member and another member; or
- (b) a member and the incorporated Association

9.2 Grievance Sub Committee:

A Grievance Sub Committee will be established to investigate and facilitate the resolution of any disputes of the nature described above. The Grievance Sub Committee shall comprise (3) persons drawn from the Committee of which one will be the Chairperson. The Committee may change the composition of the Sub Committee at any time provided the Sub Committee remains constituted by Committee members.

9.3 A Grievance Officer will be appointed from the Grievance Sub Committee. The role of the Grievance Officer is to receive any grievances submitted to the Committee and to ensure the Procedure described in rule 9.4 is carried out.

9.4 Procedure:

- (a) A member may initiate a grievance in respect of a dispute of a type described above by putting the grievance in writing and lodging it with the Grievance Officer.
- (b) Upon receipt of the grievance, the Grievance Officer must call a meeting of the Grievance Sub Committee within 14 days.
- (c) Prior to the meeting the Grievance Officer must investigate the grievance including interviewing any persons who may be the subject of the grievance or have some knowledge relevant to it.
- (d) The Grievance Sub Committee must offer the member who lodged the grievance and any member who may be the subject of the grievance, an opportunity to be heard and to submit any other matters relevant to it.
- (e) The parties to the dispute must meet and discuss the matter in dispute, and, if possible, resolve the dispute within 14 days after the dispute comes to the attention of all the parties.
- (f) If the parties are unable to resolve the dispute at the meeting, or if the party fails to attend that meeting, then the parties must, within 10 days, hold a meeting in the presence of a mediator. The mediator must be a person chosen by agreement between the parties.
- (g) The Grievance Sub Committee must decide whether any action under the rules or otherwise should be taken arising from the grievance and advise the Committee of such action.
- (h) The Committee at the next scheduled meeting, may confirm, modify, or reject the decision of the Grievance Sub Committee. The decision of the Committee will be final.
- (i) All parties to the dispute including the member who lodged the grievance must be advised in writing of the Committee's decision.

9.5 Procedure Proviso:

This Procedure is not intended to alter a member's right arising out of any other rules under the Constitution.

10. General Meetings

All general meetings other than the annual general meeting shall be called special general meetings.

11. Annual General Meeting

- 11.1 The Association shall, in each financial (calendar) year convene an annual general meeting of its members at a date and time determined by the committee.
- 11.2 The annual general meeting shall be held within the five months following the end of the financial (calendar) year.
- 11.3 The annual general meeting shall be specified as such in the notice convening it.
- 11.4 The ordinary business of the annual general meeting shall be:
 - (a) to receive from the Committee written reports upon the activities and operations of the Association during the last preceding financial year;
 - (b) to receive and consider the statement containing particulars of the Association's income and expenditure; assets and liabilities; mortgages, charges and securities; and trusts. The statement must give a true and fair view of the financial position of the incorporated

association during and at the end of its last financial year, and be accompanied by the auditor's report referred to in Rule **32.5**.

- (c) to elect members of the Committee
 - (c) to appoint an auditor
 - (d) to confirm the Public Officer
- 11.5 The annual general meeting may transact special business of which notice is given in accordance with Rule **13**.
- 11.6 The annual general meeting shall be in addition to any other general meetings that may be held in the same year.
- 11.7 Ten members personally present, being members entitled to vote at a general meeting as defined by Rule **16.7**, constitute a quorum for the transaction of business at the annual general meeting.
- 11.8 The minutes of the annual general meeting and/or any general meetings shall be confirmed at the first committee meeting following the annual general meeting or general meeting.

12. Special General Meeting

- 12.1 The Committee may, whenever it thinks fit, convene a special general meeting of the Association.
- 12.2 The Committee shall, on the requisition in writing of not less than five percent of the total number of members, convene a special general meeting of the Association.
- 12.3 The request for a special general meeting must:
- (a) declare the intent and rationale for the meeting being called; and
 - (b) state the objects of the meeting; and
 - (c) be signed by the members requesting the meeting; and
 - (d) be sent to the address of the Secretary
- 12.4 If the Committee does not cause a special general meeting to be held within 3 months after the date on which the requisition is sent to the address of the Secretary, the members making the requisition, or any of them, may convene a special general meeting to be held not later than five months after that date.
- 12.5 A special general meeting convened by members in accordance with Rule **12.4** shall be convened in the same manner as nearly as possible as that in which those meetings are convened by the Committee.

13. Notice of General Meetings

- 13.1 All annual general and special general meetings of the Association shall be advertised by the Secretary at least 14 days, or if a special resolution has been proposed, at least 21 days, before the date fixed for holding such meeting. The advertisement/notice shall state the place, date, and time of the meeting and the nature of the business to be transacted at the meeting. Notice shall be sent by:
- (a) prepaid post to the address appearing in the register of members; or

(b) by facsimile or electronic transmission, in a newspaper circulating generally in the district and/or by any other appropriate means

13.2 No business other than that set out in the advertisement/notice convening the meeting shall be transacted at the meeting.

13.3 A member desiring to bring any business before a meeting may give notice of that business in writing to the Secretary, who shall include that business in the advertisement/notice calling the next general meeting after the receipt of the notice.

14. Notices

14.1 With the exception of the provisions of Rule **13.1** and Rule **20.9**, all notices shall be served by or on behalf of the Association upon any member either personally or by sending it by post or electronic mail to the member at their address as shown in the register of Members.

14.2 In the case of a document being properly addressed, pre-paid and posted to a person as a letter, the document shall, unless the contrary is proved, be deemed to have been given to the person at the time at which the letter would have been delivered in the ordinary course of post.

14.3 In the event that a member has provided an electronic mail address for notices, the document shall be deemed to have been given to the person at the time the electronic mail was sent.

15. Proceedings at General Meetings

15.1 All business that is transacted at either a special general meeting or the annual general meeting, with the exception of business specifically referred to in these Rules as being the ordinary business of the annual general meeting, shall be deemed to be special business. This business shall be made known to members as such, in accordance with Rule **13**.

15.2 No item of business shall be transacted at a general meeting unless a quorum of members entitled under these Rules to vote is present during the time when the meeting is considering that item.

15.3 Twenty-five members present, ether personal or via live linkup, being members entitled under Rule **16.7** to vote at a general meeting, constitute a quorum for the transaction of the business of a general meeting.

15.4 If within half an hour after the appointed time for the commencement of a general meeting a quorum is not present, the meeting will not continue at that date, time and place. If the meeting was convened upon the requisition of members, it shall be dissolved. In any other case the meeting shall stand adjourned to the same day in the next week at the same time and (unless another place is specified by the Chairperson at the time of the adjournment, or by written notice to members given before the day to which the meeting is adjourned) at the same place. If at the adjourned meeting a quorum is not present within half an hour after the time appointed for the commencement of the meeting, the members present (being not less than seven) shall constitute a quorum.

15.5 The Chairperson, or in their absence, the Vice Chairperson, shall preside as Chairperson at each general meeting of the Association.

- 15.6 If the Chairperson and the Vice Chairperson are absent from a general meeting, the members present shall elect one of their number to preside as Chairperson at the meeting.
- 15.7 The Chairperson of the general meeting at which a quorum is present may, with the consent of the meeting, adjourn the meeting from time to time and place to place, but no business shall be transacted at an adjourned meeting other than the business left unfinished at the meeting at which the adjournment took place.
- 15.8 In the case of Rules **15.4** and **15.7**, it is not necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting. However, if the meeting is adjourned for fourteen days or more, a like notice of the adjourned meeting shall be given as in the case of the general meeting.

16. Voting at General Meetings

- 16.1 A question arising at a general meeting of the Association shall be determined on a show of hands, unless a ballot is demanded. A ballot may be demanded either before or on the declaration of the show of hands.
- 16.2 If at a meeting a ballot on any question is demanded by not less than three members, it shall be taken at that meeting in such manner as the Chairperson may direct. The resolution of the ballot shall be deemed to be a resolution of the meeting on that question.
- 16.3 A ballot that is demanded on the election of a Chairperson or on a question of an adjournment shall be taken forthwith and a ballot that is demanded on any other question shall be taken at such time before the close of the meeting as the Chairperson may direct.
- 16.4 A declaration by the Chairperson that a resolution has, on a show of hands, been:
- carried by a particular majority;
 - carried unanimously; or
 - lost
- and an entry made to that effect in the Minute Book of the Association, is evidence of the resolution. Proof of the number or proportion of the votes recorded in favour or against the resolution is not needed.
- 16.5 Upon any question arising at a general meeting of the Association, each member has one vote only.
- 16.6 All votes shall be given personally or by post, or electronically
- 16.7 In the case of equality in the voting on a question, the Chairperson of the meeting is entitled to exercise a second or casting vote.
- 16.8 A member is not entitled to vote at any general meeting unless all monies due and payable by that person to the Association at the time that the meeting is called.

17. Committee of Management

- 17.1 A Committee of Management elected in accordance with these Rules shall manage the affairs of the Association.
- 17.2 The Committee:
- (a) shall control and manage the business and affairs of the Association;
 - (b) may, subject to these Rules, the Regulations and the Act, exercise all the powers and functions available to the Association with the exception of those powers and functions that are required by these Rules to be exercised by general meetings of members of the Association;
 - (c) has power, subject to these Rules, the Regulations and the Act, to perform all such acts and things that appear to the Committee to be essential for the proper management of the business and affairs of the Association; and
 - (e) shall prepare an annual report containing an account of the activities and operations of the Association during the financial year. This report shall be submitted in writing to the annual general meeting.
- 17.3 The Committee of Management shall consist of:
- (a) The Officers of the association:
 - (i) Chairperson;
 - (ii) Vice Chairperson;
 - (iii) Treasurer;
 - (iv) Secretary; and
 - (b) Ordinary Members
 - Between three and eleven ordinary members each of whom shall be elected at the annual general meeting of the Association for a two year term.
 - (c) Public Officer - Rule 2.2 refers to the appointment of a Public Officer.
- 17.4 Each officer of the Association shall hold office until the annual general meeting next after the date of his or her election but is eligible for re-election.
- 17.5 A member or former member of the Committee of an Incorporated Association must not knowingly or recklessly make improper use of :
- (a) his or her position in the Incorporated Association; or
 - (b) information acquired by virtue of his or her position;
- to gain, directly or indirectly, any financial benefit or material advantage for himself or herself or for any other person, or to cause a detriment to the Incorporated Association.
- 17.6 No member of the Committee shall be appointed to or retain any paid office of the Association while that person is a member of the Committee. This rule shall not apply in respect of a situation where the services of a relief staff member cannot be immediately obtained and a suitably qualified member of the Committee is appointed to that position for temporary relief purposes.
- 17.7 For the purposes of Rule 17.6 “temporary relief” shall mean an appointment not exceeding a maximum of three (3) consecutive months at a time. Appointment of a member of the Committee beyond three consecutive months will require that member to resign from the Committee.

17.8 Any member of the Committee who has a financial interest in any contract or arrangement made or proposed to be made with the Association shall disclose their interest to the Committee and in the financial statements submitted to the next annual general meeting. This shall be disclosed at the first meeting of the Committee once that members' interest exists.

17.9 Failure of a member to reveal a financial interest in any contract or arrangement with the Association may result in the implementation of rule 8.1 by the Committee. No member of the Committee shall vote on any contract or arrangement in which they are interested.

18. *Election of Committee of Management*

18.1 All members of the Committee shall be elected at the annual general meeting. It is a requirement that they have been an individual financial member for at least 24 months before the annual general meeting is called. They shall be elected for a period of two years and shall retire at the annual general meeting next following. However, members shall be eligible for re-election

18.2.1 Nominations of candidates for election as members of the Committee shall be:

- (a) made in writing, signed by one member of the Association and accompanied by the written consent of the candidate (which may be endorsed on the form of nomination); and
- (b) delivered to the Secretary of the Association prior to the date fixed for the holding of the annual general meeting

18.2.2 If insufficient nominations are received to fill all vacancies on the Committee, the candidates nominated shall be deemed to be elected.

18.2.3 If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated shall be deemed to be elected.

18.2.4 If the number of nominations exceeds the number of vacancies to be filled, a ballot shall be held.

18.2.5 The ballot for the election of Committee Members shall be conducted at the annual general meeting in a systematic and proper manner, as directed by the Committee. Voting rights will be afforded to individual members who are financial at the announcement of the annual general meeting. Votes may be exercised in person, by mail or electronic media.

18.2.6 The election of the Office Bearers is conducted at the first meeting following the annual general meeting, and supervised by a person without committee membership.

18.3 For the purposes of these rules, the office of a member of the Committee becomes vacant if that member:

- (a) ceases to be a member of the Association;
- (b) becomes an insolvent under administration within the meaning of the Corporations Law;
- (c) resigns their office by notice in writing given to the Secretary; or
- (d) is absent for three consecutive meetings without acceptable reason or leave of absence; and every such vacancy shall be deemed a casual vacancy

- 18.4 In the event of a casual vacancy occurring during the year, the Committee shall have the power to appoint a new member from the members of the Association. Any person so appointed shall hold office until the next annual general meeting only, but shall be eligible for re-election.

19. *Removal of a Member of the Committee*

- 19.1 The Association in general meeting may by resolution remove any member of the Committee before the expiration of the member's term of office. In this situation, the Association may appoint another member in that person's stead, to hold office until the expiration of the term of the first mentioned member.
- 19.2 A Committee member to whom a proposed resolution refers in Rule **19.1** may choose to make representations in writing to the Secretary or Chairperson of the Association (not exceeding a reasonable length), and may request that these representations be brought to the attention of the members of the Association. In this case, the Secretary or the Chairperson shall send a copy of the representations to each member of the Association. If the representations are not so sent, the member may require that they be read out at the meeting.

20. *Proceedings of Committee Meetings*

- 20.1 The Committee shall meet at least three times per year and such time as the committee may determine.
- 20.2 Special meetings of the Committee may be convened by the Chairperson or by any four of the members of the Committee. If deemed necessary these meetings may occur with 24 hours' notice if a quorum is present.
- 20.3 Written notice of each committee meeting must be given to each member of the committee at least 2 business days before the date of the meeting.
- 20.4 Notice shall be given to members of the Committee of any special meeting, specifying the general nature of the business to be transacted. No other business shall be transacted at the special meeting.
- 20.5 Greater than 50% of current members of the Committee constitute a quorum for the transaction of the business of a meeting of the Committee.
- 20.6 No business shall be transacted unless a quorum is present. If within half an hour of the time appointed for the monthly Committee meeting a quorum is not present, the meeting shall be adjourned to the same place and at the same hour of the same day in the following week. However, in the case of a special meeting lacking sufficient members to form a quorum, the meeting lapses.
- 20.7 At meetings of the Committee:
- (a) the Chairperson, or in their absence the Vice Chairperson, shall preside; or
 - (b) in the event that the Chairperson and the Vice Chairperson are absent, or unable to preside, one of the remaining members of the Committee shall preside. The members present at the meeting shall choose the presiding member.

20.8 Questions arising at a meeting of the Committee or of any Sub-Committee/Project Group appointed by the Committee shall be determined on a show of hands, unless a member demands a ballot taken in such a manner as the person residing at that meeting may determine.

20.9 Each member present at a meeting of the Committee or of any Sub-Committee/Project Group appointed by the Committee (including the person presiding at the meeting) is entitled to one vote. In the event of an equality of votes on any question, the person presiding may exercise a second or casting vote.

21. Project Groups

21.1 The committee may appoint Project Groups consisting of members of the Committee, as they think fit. Members of the Association or other interested persons may be co-opted in an advisory capacity. Co-opted members of Project Groups shall have voting rights only within the Project Group to which they have been appointed or elected.

21.2 The quorum for meetings of a Project Group shall be one-third of its members, but no less than two Project Group members, (one must be a current Committee Member). The Committee will determine the Convener and responsibilities of each Project Group.

22. Role of Office Bearers

22.1 Secretary

The Secretary of the Association shall ensure that:

- (a) minutes of the resolutions and proceedings of each general meeting and each committee meeting are kept in books provided for that purpose;
- (b) the names of persons present at Committee meetings are recorded;
- (c) motions are dealt with as directed;
- (d) members are notified of meetings; and
- (f) correspondence in and out is recorded

Chairperson

The role of the Chairperson is to:

- (a) chair Committee and general meetings;
- (b) act as official spokesperson for the Association;
- (c) oversee the co-ordination of Committee activities;
- (d) ensure that Committee members fulfil their roles;
- (e) ensure that there is effective communication between Committee members, members of the Association and staff; and
- (f) any other task deemed by the Committee.

23. Public Officer

The Public Officer of the Association is responsible under the Act and the Regulations for the following:

- (a) notifying the Registrar of Incorporated Associations of:
 - (i) their appointment to the position of Public Officer, within fourteen days of the appointment;
 - (ii) a change of address of the Public Officer, within 14 days;

- (iii) any amendments to the Rules or Statement of Purposes of the Association (the Constitution), within one month of the ratification of the proposed amendments by the Association in a general meeting;
 - (iv) the passing of a special resolution by the Association regarding the disposal of surplus assets after winding-up in accordance with the Act, within one (1) month of the passing of the resolution.
- (b) applying to the Registrar of Incorporated Associations for approval of any desired change of name, in accordance with the Regulations;
 - (c) lodging with the Registrar:
 - (i) the documents required in respect of the annual general meeting, within one month of the date of the meeting (unless further time is granted by the Registrar);
 - (ii) details about any trust and a copy of any deed or other instrument creating or embodying that trust, upon the Association becoming a trustee of that trust, within 14 days;
 - (d) producing any book for the Registrar or his/her authorised officer on being required to do so, and telling the Registrar or his/her authorised officer where a book is at the time a request is made;
 - (e) ensuring that the Registrar or his/her authorised officer is not hindered or obstructed in any way while that person is making an inspection of any part of the Association, in accordance with the Act

24. Treasurer

- 24.1 The Treasurer of the Association shall be responsible for ensuring:
 - (a) the collection and receipt of all monies due to the Association and the issue of official receipts;
 - (b) the deposit, within 7 working days, of all monies collected and received, to the credit of the Association in a financial institution determined from time to time by the Committee;
 - (c) the payment of all accounts which have been authorised for payment by the Committee;
 - (d) a proper record of all receipts and payments; and
 - (e) the submission of a financial report to each monthly Committee meeting.
- 24.2 The Treasurer shall ensure that correct accounts and books showing the financial affairs of the Association, with full details of all receipts and expenditure connected with the activities of the Association are maintained.
- 24.3 The accounts and books referred to in rule Rule **24.2** shall be available for inspection by members in the form of an annual report and in further detail upon further request.
- 24.4 An audit is required once per calendar year and must audit from the last period of audit.

25. Payments

- 25.1 All payments must be made by cheque, electronic funds transfer, debit card, or periodic debit and payment shall only be made with the authority of the Committee.
- 25.2 All cheques, drafts, bills of exchange, promissory notes and other negotiable instruments shall be signed/authorised by two people appointed by the Committee who will be registered with the

financial institution for this authorisation. All committee members registered with the financial institution must have a current police check and cannot be related to one another.

26. *Distribution of Assets*

- 26.1 The assets and income of the Association shall be used solely for the objectives and purposes of the Association. No portion shall be distributed directly or indirectly to its members except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

27. *Association Registration Number*

- 27.1 The registration number of an Incorporated Association specified in its Certificate of Incorporation must appear in legible characters in all notices, advertisements and official publications of the Association and in all its business documents.

28. *Alteration of Rules and Statement of Purpose*

- 28.1 Any alterations to these Rules and the Statement of Purpose shall be made in accordance with the Act.
- 28.2 The Committee shall decide upon any proposed alteration to these Rules and the Statement of Purpose of the Association. Following this, the proposed alterations shall be ratified by the Association in a general meeting and shall be submitted to the Registrar of Incorporated Associations for approval and processing.
- 28.3 No alteration shall be made to Rule **6** or **29** without the consent of the Minister.

29. *Winding Up*

- 29.1 The Association may be wound up voluntarily in accordance with the Act, with the consent of three-fourths of those present at a special general meeting of members called specifically for that purpose.
- 29.2 If upon winding up or dissolution of the Association there remains, after payment of all debts and liabilities, any assets or property whatsoever, the remaining assets shall not be paid or distributed to any member of the Association. These assets or properties shall be given or transferred to some other tax exempt organisation that:
- (a) has objectives and purposes similar to the objectives and purposes of the Association; and
 - (b) shall prohibit the distribution of its income and property amongst its members to an extent at least as great as that imposed on the Association under these Rules
- Such organisation is to be determined by the members of the Association

30. *Annual Returns*

Within one month following the annual general meeting each year, the Association shall give:

- (b) a copy of the statement received under Rule **11.4**; and
- (b) to the Registrar of Incorporated Associations in accordance with the Act

31. Custody of Records

- 31.1 All accounts, books, securities and any other relevant documents of the Association shall be available for inspection free of charge, at the service by any member upon request, with the exception of confidential documents.

32 Auditor

- 32.1 An Auditor or Auditors shall be appointed by the Committee each year and shall hold office until the next annual general meeting. In the event of a casual vacancy in the office of Auditor the Committee may temporarily appoint to such office some person qualified to hold the same; and the person so appointed may continue in office until the next annual general meeting.
- 32.2 The Committee shall determine the fees and expenses of the Auditor.
- 32.3 The Auditor shall have access to the books and accounts of the Association at all times and shall make such reports as he/she considers necessary direct to the Committee.
- 32.4 The Auditor shall be a qualified accountant and must be registered as a company auditor, a member of the Australian Society of Certified Practising Accountants or the Institute of Chartered Accountants and not a member of the Association.
- 32.5 The Auditor shall prepare a report to the members for the Annual General Meeting and shall state in his/her report whether in his/her opinion:
- (a) the balance sheet (with notes thereto) and statement of income and expenditure are properly drawn up so as to give a true and fair view of the state of the Association's financial affairs at the end of the financial year (or other date appropriate to the period covered by such balance sheet and statement) and of the financial results of its services for the period ended on that date;
 - (b) the accounting and other records examined by him/her have been properly maintained as required by the Act
- 32.6 The Auditor may, if he/she considered it desirable to do so, make a report direct to the members in general meeting and to the relevant government Departments on any other matter coming within the scope of his/her duties. If the Auditor makes such a report, he/she shall at the same time submit a copy thereof to the Committee for their information.