

ASBA (QLD) INC
CONSTITUTION
MAY 2019

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Queensland Association Incorporation Act 1981

An Incorporated Associated

DRAFT RULES

of

ASSOCIATION OF SCHOOL BUSINESS ADMINISTRATORS (QLD) INC.

INTERPRETATION

1. The name of the incorporated associated shall be ASSOCIATION OF SCHOOL BUSINESS ADMINISTRATORS (QLD) INC.

2. In these Rules, except insofar as the context or subject matter otherwise indicates or requires:

“ASBA” means Association of School Business Administrators Ltd;

“Act” means the Associations Incorporation Act 1981 (Queensland);

“Association” means Association of School Business Administrators (Qld) Inc.;

“School Business Administrator” means any person holding an office which has duties and responsibilities deemed by the Committee to related to the management of the non-academic and financial administration of the School;

“Committee” means the Management Committee of the Association;

“Executive” means the office-bearers of the Association;

“Office-bearers” means those persons appointed to positions of office, pursuant to Rule 18(a);

“School” means an independent school, being a non-government school, which is registered under the relevant State education act or authority and not part of the recognised State school system in any State of Australia;

“Secretary” means:

- (a) the person holding office under these Rules as Secretary of the Association and includes an Honorary Secretary; or
- (b) where no such person holds that office – the President of the Association;

“Ordinary Committee Member” means a member of the Committee who is not an office-bearer of the Association pursuant to Rule 18(a);

“Writing” or **“In Writing”** means, unless the contrary intention appears, printing, email, photography and other modes of representing or reproducing words in a visible form.

Where herein used and where the context shall so admit, words indicating the singular number or plural number shall include the plural number or the singular number respectively and words indicating the masculine gender shall include the feminine gender or neuter gender. Words indicating persons shall, unless the contrary intention appears, be construed as including companies, corporations, institutions, organisations or public bodies.

OBJECTS OF THE ASSOCIATION

3. The objects for which the Association is established are:
- (a) To promote and advance education by actively pursuing the achievement of efficiency and effectiveness in the business management of schools;
 - (b) To advance and encourage the professional development of members of the Association by:
 - (i) encouraging consultation and cooperation between Schools;
 - (ii) with the prior written consent of participating Schools, collecting and circulating to participating Schools information relative to those Schools;
 - (iii) discussing matters of mutual interest and concern; and
 - (iv) conducting and encouraging participation in seminars, conferences and activities for professional development.
 - (c) To liaise, cooperate and maintain harmonious working relation with School associations and other appropriate bodies.
 - (d) To promote the maintenance of ethical standards of conduct in the profession of School Business Administration.
 - (e) To support the objectives of the Association of School Business Administrators Australia Limited (ASBA).
 - (f) To foster good fellowship between Business Administrators in Schools.

MEMBERSHIP

Membership Qualifications

4. The membership of the Association shall consist of Ordinary Members, Honorary Members and Life Members as defined below in any of the following classes of members:
- (a) An "Ordinary Member" of the Association shall mean a person holding the office of School Business Administrator (or equivalent), Business Manager, Accountant or a person having a similar qualified financial role, in any School. The number of Ordinary Members admitted to the Association shall be unlimited.

- (b) “Honorary Membership” shall be available to such members of kindred organisation as the Committee deems fit. The number of Honorary Members shall not exceed ten (10). Honorary Members shall not have a vote in regard to matters affecting the Association.
- (c) “Life Membership” may be awarded to past or present members who have made a significant contribution towards the management of the Association, by a motion passed at a General Meeting by two-thirds majority, on the following conditions:
 - (i) the proposal shall be in the form of a recommendation from the Committee;
 - (ii) notice of the proposal shall be given on the notice of the meeting;
 - (iii) there shall be no limit of the numbers of life members; and
 - (iv) a Life Member shall have all the privileges, responsibilities and voting rights of an Ordinary Member.

Applications for Membership

- 5. (a) Every applicant for any class of membership of the Association shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and their proposer and seconder and shall be in such form as the Committee from time to time prescribes.
- (b) If the applicant is not known to any members of the Association, the Committee will arrange for two members to act as proposer and seconder. The members selected for this purpose, should satisfy themselves that the applicant meets the requirements for membership, as set out in Rule 4(a).

Admission and Rejection of Application for Membership

- 6. (a) At the next meeting of the Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Committee. Any applicant who received a majority of the votes of the members of the Committee present at the meeting at which such application is being considered shall be accepted as a member to the class of membership applied for.
- (b) Upon the acceptance or rejection of an application for any class of membership notice in writing must be given to the applicant informing them of such acceptance or rejection.

Membership Entitlements Not Transferable

- 7. Notwithstanding clause 8(d), a right, privilege or obligation which a person has by reason of being a member of the Association:
 - (a) is not capable of being transferred or transmitted to another person; and
 - (b) terminates upon cessation of the person’s membership.

Membership Fees

8. (a) Ordinary Members shall pay the Association an annual Membership fee as determined by the members, from time to time, at any general meeting.
- (b) Ordinary Members who are employed at School with an Enrolment of less than 200 students, on the first day of first term, shall pay to the Association an annual membership fee equivalent to sixty percent (60%) of the full fee referred in Rule 8(a).
- (c) A person admitted to membership as an Ordinary Member on or after 1 July in any year shall be required to pay only one-half of the annual membership fee otherwise payable in relation to that year.
- (d) When an Ordinary Member ceases to occupy the position in which they qualified for membership (thereby ceasing to be eligible for membership) and another person is appointed to that position, that other person may apply for membership and, if accepted for the membership by the Committee, will not be required to pay any further subscription for the remainder of the financial year.

Cessation of Membership

9. Subject to Rule 10 a person ceases to be a member of the Association:
 - (a) if the person dies; or
 - (b) if the person is convicted of an indictable offence; or
 - (c) if the person has membership fees in arrears for a period of three months or more; or
 - (d) if the person resigns that membership in accordance with Rule 13; or
 - (e) in the case of an Ordinary Member – if the person ceases to be eligible for admission as a member as the case may be; or
 - (f) if the case of an Honorary Member – upon expiration of the period for which the Committee determined they should be admitted to Honorary Membership.

Termination of Membership

10. (a) If a member conducts themselves in a manner considered by the Committee to be injurious or prejudicial to the character or interests of the Association, the Committee shall consider whether it should recommend to the members, at Special General Meeting, that their membership be terminated.
- (b) Subject to the provisions Rule 10(c), the Association shall have power at a Special General Meeting to expel by special resolution any member from the Association if, in the opinion of those members present and voting, the member has by their conduct forfeited the right to remain a member.

- (c) At a Special General Meeting of the Association convened for the purpose of Rule 10(b):
- (i) no business other than the question of the expulsion shall be transacted;
 - (ii) the Committee and the member shall be given the opportunity to state their respective cases orally or in writing, or both; and
 - (iii) the members present and eligible to vote shall vote by secret ballot on the question.

Change in Class of Membership

11. If a Member's eligibility for a class of membership changes from one class to another, the membership of that member shall not cease if the member notifies the Secretary in writing of their change of eligibility and the Committee determines that their category of membership be changed to that category for which their changed circumstances then make them eligible. As soon as practicable after the Committee's determination, the Secretary shall notify the member of the Committee's determination and make such change in the Register of Members as may be appropriate.

Appeal Against Rejection and Termination of Membership

12. (a) A person whose application for membership has been rejected in accordance with Clause 6 or whose membership has been terminated in accordance with Clause 10 may, within one month of receiving written notification thereof, lodge with the Secretary written notice of their intention to appeal against the decision of the Committee.
- (b) Upon receipt of a notification of intention to appeal against rejection or termination of membership the Secretary shall convene, within three months of the date of receipt by them of such notice, a general meeting to determine the appeal. At any such meeting no business other than the question of rejection or termination shall be transacted. The applicant shall be given the opportunity to fully present their case and the Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting by a simple majority of the members present.
- (c) Where a person, whose application is rejected, does not appeal against the decision of the Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the Secretary shall forthwith refund the amount of any fee paid.

Resignation of Members

13. (a) A member of the Association is not entitled to resign that membership except in accordance with this Rule.

- (b) A member of the Association who has paid all amounts payable by the member to the Association in respect of the member's membership may resign from membership of the Association by first giving notice (being not less than one month or not less than such other period as the Committee may determine) in writing to the Secretary of the members' intention to resign and, upon the expiration of the period of notice, the member ceases to be a member.

Register of Members

- 14. (a) A Register of Members of the Association shall be maintained, specifying the name, address, and school the system affiliation of each person who is a member of the Association together with the date on which the person became a member.
- (b) The Register of Members shall be open for inspection, free of charge, by any member of the Association at any reasonable hour.
- (c) Where a member of the Association ceases to be a member, an appropriate entry shall be made in the Register of Members recording the date on which the member ceased to be a member.
- (d) A person's application for membership evidences the consent of that person to the Association's collection and use of personal information of and concerning that person (of the kinds specified in 14(a)) of the purposes specified in Rule 14.
- (e) It is permissible for the Register of member to be kept and maintained in an electronic form available for access by internet browsers.

Members' Liabilities

- 15. 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 of the winding up of the Association is limited to the amount, if any, unpaid by the member in respect of membership of the Association as required by Rule 8.

THE MANAGEMENT COMMITTEE

- 16. The management of the affairs of the Association and the custody and control of its funds and property shall be vested in the Committee.

Powers of the Committee

- 17. Except as otherwise provided by these Rules and, subject to resolutions of the members of the Association carried at any general meeting, the Committee shall have the power:
 - (a) to generally control and manage and administer the affairs, property and funds of the Association;

- (b) to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent;
- (c) to appoint subcommittees of its own body and/or other persons with relevant expertise and to delegate specific powers to such subcommittees, provided that such powers are not in excess of the powers of the Committee;
- (d) to raise funds for the objectives of the Association by means of membership subscriptions or levies approved by a general meeting, or by any other method deemed appropriate by the Committee;
- (e) to borrow or raise or secure the payment of money in such manner as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
- (f) to invest all or any monies of the Association as it may from time to time determine in such securities or otherwise as authorised by the laws of the Commonwealth of Australia or any State or Territory for the investment of trust funds; and
- (g) to do all other such lawful acts, matters and things as are incidental or conducive to the attainment of the objects of the Association.

Constitution and Membership of the Committee

18. (a) The membership of the Committee shall consist of the following persons:
- (i) the President;
 - (ii) the Immediate Past President (ex officio);
 - (iii) the Vice-President;
 - (iv) the Secretary;
 - (v) the Treasurer; (Offices (iii), (iv) and (v) may be combined)
- who shall be deemed to be office-bearers of the Association; and
- (vi) a minimum of five and a maximum of ten Ordinary Committee members.
- (b) Members of the Committee must be Ordinary Members.
- (c) Members of the Committee shall be eligible for re-election from year to year, However; no member shall be elected to the office of President or Vice-President for more than two consecutive years.

- (d) Casual vacancies for the positions of President, Vice-President, Secretary or Treasurer shall be filled by preferential ballot by the Committee amongst its members. In the case of an equality of vote the chairman of the meeting shall have the second or casting vote.
- (e) Casual vacancies occurring amongst the ten Ordinary Members of the Committee shall be filled by the Committee.
- (f) The continuing members of the Committee may act notwithstanding any casual vacancy in the Committee, but if and so long as their number is reduced below the number fixed by or pursuant to these Rules as the necessary quorum of the Committee, the continuing members or members may act for the purpose of increasing the numbers of members of the Committee to that number or of summoning a general meeting of the Association, but for no other purpose.
- (g) The members of the Committee, other than the Immediate Past President, shall be elected by the members at a general meeting to be held in the fourth school term each year and shall hold office for the calendar year following their election.
- (h) The Committee may co-opt other members to serve on subcommittees pursuant to Rule 20.
- (i) Any member of the Committee may resign from membership of the Committee, at any time, by giving notice in writing to the Secretary and such resignation shall take effect at the time such notice is received by the Secretary, unless a later date is specified in the notice, when it shall take effect on that later date.
- (j) A member of the Committee may be removed from office at a general meeting of the Association where that member shall be given the opportunity to fully present their case. The question of removal shall be determined by the vote of the members present at such a general meeting by a simple majority of the members present.

Appointment of the Committee

- 19. (a) Nominations for all positions on the Committee, except the Immediate Past President, shall be lodged with the Secretary not less than 14 days prior to the date of the general meeting to be held in the fourth school term, pursuant to Rule 25. A member may be nominated for more than one office. If insufficient nominations are received to fill the positions, the chairman shall call for further nominations when the matter is dealt with at the general meeting.
- (b) The election of office-bearers and other members of the Committee shall take place in the following manner:
 - (i) any two members of the Association shall be at liberty to nominate any other member to serve as an office-bearer or other member of the Committee;

- (ii) the nomination, which shall be in writing and signed by the member and their proposer and seconder;
- (iii) a list of candidates' names in alphabetical order, with the proposers' and seconders' names, shall be included with the notice of meeting set to the members by the Secretary, pursuant to Rule 30;
- (iv) balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies;
- (v) should, at the commencement of such meeting there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting;
- (vi) Voting shall be conducted by secret ballot.

Delegation to Subcommittees

20. (a) The Committee may delegate deliberations on various matters to subcommittees consisting of such members of the Association as the Committee thinks fit. Any subcommittee so formed shall, in the exercise of the deliberations so delegated, conform to any regulations that may be imposed on it by the Committee and continue to be bound by the rules of the Association.
- (b) The powers of the subcommittee shall be limited to making recommendations to the management committee who shall approve and minute any recommendations thus, referred to from the subcommittee.
- (c) A subcommittee may elect a chairman of its meetings. If no such chairman is elected or if at any meeting the chairman is not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be chairman of the meeting.
- (d) A subcommittee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of the members present, and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

Meetings of the Committee

21. (a) A meeting of the Committee shall be held at least once in every four calendar months.
- (b) No meeting of the Committee shall transact any business unless a quorum shall be present at the time. Quorum shall consist of the number of equal to 50% of the number of members of the Management Committee at the time plus one member.

- (c) Subject to the provisions of Rule 21(a) and 21(b), the Committee may meet together and regulate its proceedings as it thinks fit.
- (d) Questions arising at any meeting of the Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative. Except that in an election between two or more nominees to fill a vacancy on the Committee the Chairman shall have a second or casting vote.
- (e) A member of the Committee shall not vote in respect of any contract or proposed contract with the Association in which they are interested. Any such interest must be disclosed prior to the meeting or any matter arising thereout, and if they do so their vote shall not be counted.
- (f) Not less than fourteen days notices shall be given by the Secretary to members of the Committee of any special meeting of the Committee. Such notice shall clearly state the nature of the business to be discussed at that meeting.
- (g) The President shall preside as Chairman at every meeting of the Committee, or if there is no President, or if at any meeting the President is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman, or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (h) If within half an hour from the time appointed for the commencement of a Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Committee, shall lapse. It shall stand adjourned until such other day and at such other time and place as the Committee may determine. If, at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the meeting shall lapse.

SECRETARY

- 22. The Secretary of the Association shall, as soon as practicable after being appointed, lodge notice with the Association of their address.
- 23. The Secretary shall be ex-officio the Public Officer and shall do all acts and exercise all those powers and functions required or permitted of the Public Officer.

TREASURER

- 24. The Treasurer is responsible for the proper management of the Association's finances.

MEETING

General Meeting

25. A general meeting of the Association shall be held at least once in every school term.

Annual General Meetings

26. (a) An Annual General Meeting shall be held at least once in each calendar year within six months of the close of the previous financial year of the Association.
- (b) The business of the Annual General Meeting shall be:
- (i) to receive and consider the annual accounts of the Association;
 - (ii) to receive the President's Report and Auditor's Report for the past year;
 - (iii) to elect an auditor for the ensuing year;
 - (iv) to adopt the budget and set the annual subscription for the ensuing year;
 - (v) to transact any other business which may be brought before it by the Chairman or the Committee and any business brought before it by a member subject to the approval of the Chairman.

Special General Meetings

27. The Secretary shall convene a Special General Meeting:
- (a) within 2 months of being directed to do so by the Committee; or
 - (b) on the requisition in writing signed by not less than one-third of the members presently on the Committee or not less than the number of Ordinary Members of the Association which equals double the number of members presently on the Committee plus one. Such requisition shall clearly state the reasons why such Special General Meeting is being convened and the nature of the business to be transacted thereat; or
 - (c) on being given a notice in writing of an intention to appeal against the decision of the Committee to reject an application for membership or to terminate the membership of any person.

Quorum

28. (a) At any general meeting twenty-five members must be present (either in person or by proxy) to constitute a quorum.
- (b) No business shall be transacted at any general meeting unless a quorum of members is present (either in person or by proxy) at the time when the meeting proceeds to business. For the purposes of this rule “member” includes a person attending as a proxy or as representing a school which is a member.
- (c) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting shall proceed as a committee meeting, not a general meeting. The general meeting shall stand adjourned until such other day and at such other time and place as the Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour from the time appointed for the meeting, the members present shall be a quorum.

Adjournment

29. (a) The Chairman may, with the consent of any meeting at which a quorum is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.
- (b) Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at an adjourned meeting.

Notice of Meetings

30. (a) Except where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least fourteen days before the date fixed for the holding of the general meeting, cause to be sent by prepaid post or by email to each member at the member’s address appearing in the Register of Members, a notice specifying the place, date and time of the meeting and the nature of the business to be transacted at the meeting.
- (b) Where the nature of the business proposed to be dealt with at a general meeting requires a special resolution of the Association, the Secretary shall, at least twenty-one days before the date fixed for the holding of the general meeting, cause notice to be sent to each member in the manner provided in Rule 30(a) specifying, in addition the matters required under Rule 30(a), the terms of the proposed special resolution and the intention to propose the resolution as a special resolution.

- (c) No business other than that specified in the notice convening a Special General Meeting shall be transacted at the meeting except, in the case of an Annual General Meeting, business which may be transacted Pursuant to Rule 26(b).

Meeting Procedures

31. Unless otherwise provided by these Rules, at every General Meeting:
- (a) the President shall preside as Chairman, or if there is no President, or if the President is not present within fifteen minutes after the time appointed for holding of the meeting or is unwilling to act the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
 - (b) the Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
 - (c) except as otherwise provided in the Act every question, matter or resolution shall be decided by a majority of votes of the members present;
 - (d) every Ordinary Member and Life Member shall be entitled to one vote and, in the case of an equality of votes, the Chairman shall not have a second or casting vote and the question shall be deemed to be decided in the negative;
 - (e) voting shall be by show of hands or a division of members, unless not less than one-fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such a manner as the Chairman shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting on the question in respect of which the ballot was demanded
 - (f) a member may vote in person or by proxy or by attorney and on a show of hands. Every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or other duly authorised representative shall have one vote'
 - (g) all voting papers shall be destroyed after the above procedure for voting has been completed.

Voting by Proxy

32. (a) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointor or of their attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or

attorney duly authorised. A proxy may, but need not, be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

- (b) Where it is desired to afford members and opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

THE ASSOCIATION OF SCHOOL BUSINESS ADMINISTRATORS (QLD) INC.

*I, _____ of
being a member of ASBA (QLD) INC, hereby appoint _____ of,
as my proxy to vote for me on by behalf at the
(Annual) General Meeting of _____ the Association, to be held
on the _____ day of _____ 20____, and
at any adjournment thereof.*

Signed this _____ day of _____ 20____.

Signature

This form to be used *in favour/*against the resolution.

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

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

MINUTES OF MEETINGS

33. The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Committee Meeting and General Meeting to be recorded and such records shall be available for inspection at all reasonable times by any member who previously applies to the Secretary for that inspection.

For the purposes of ensuring the accuracy of the recordings of such minutes, the minutes of every Committee shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Committee meeting, verifying their accuracy.

Similarly, the minutes of every General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting, provided that the minutes of any Annual General Meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding General Meeting or Annual General Meeting.

ASBA DIRECTORS

34. Unless otherwise determined by the Committee, the President and Vice-President for the time being shall be appointed to be directors of ASBA. Effective from 2019,

there will be only one representative on the ASBA Board to be determined by the Committee.

ALTERATION OF RULES

35. (a) These Rules may be amended, rescinded or added to from time to time by a special resolution carried at any General Meeting, subject to the provisions of the *Associations Incorporation Act 1981* (Queensland) and the Director General, Department of Consumer Affairs, Brisbane.
- (b) Proposed alterations to the Rules shall be set out in the Notice of Meeting, pursuant to Rule 30.
- (c) No alterations to the Rules shall be effected unless adopted by a three-quarter majority of members present and voting at the General Meeting at which the alterations are proposed and subsequently registered by the Chief Executive of the department administering the act.

FUNDS AND BANK ACCOUNTS

36. (a) The funds of the Association shall be deposited in the name of the Association in Banks or other financial institutions as the Committee may from time to time direct.
- (b) Proper books and accounts shall be kept and maintained either in written or printed form in the English language showing correctly the financial affairs of the Association and the particulars usually shown in books of a like nature.
- (c) All moneys shall be deposited as soon as practicable after receipt thereof.
- (d) All amounts of one hundred dollars or over shall be paid by cheque or electronic payment signed or authorised by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Committee.
- (e) Cheques shall be crossed "A/C payee only" except those in payments of wages, allowances or petty cash recoupment which may be open.
- (f) The Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (g) All expenditure shall be approved or ratified at a Committee meeting.
- (h) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing the particulars of:
- (i) Income and expenditure of the financial year just ended; and
 - (ii) Assets and liabilities and of mortgages, charges and securities affecting the property of the Association at the close of that year.

- (i) All such statements shall be examined by the auditor who shall present their report upon such audit to the Secretary prior to the holding of the Annual General Meeting next following the financial year in respect of which such audit was made.
- (j) The Committee shall have the power to delegate all applicable responsibilities outlined in sub-clauses 36(a) to 36(i) above to the Treasurer of the Association.

FINANCIAL YEAR

37. The financial year of the Association shall be 1st January to 31st December.

DISTRIBUTION OF INCOME AND PROPERTY

38. The assets and income of the Association shall be applied solely in furtherance of its abovementioned objects and no portion shall be distributed directly or indirectly to the members of the Association except as bonafide compensation of services rendered or expenses incurred on behalf of the Association.

DOCUMENTS

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

WINDING UP

40. In the event of the Association being dissolved, the amount that remains after such dissolution and the satisfaction of all debts and liabilities shall be transferred to another organisation with similar purposes which is not carried on for the profit or gain of its individual members.

REVIEW OF CONSTITUTION

41. The rules of this Constitution shall be reviewed and amended as appropriate no less than once every five years in time for the Annual General Meeting of that year.

COMMON SEAL

42. The Management Committee must ensure the Association has a common seal.
 - 1) The Common seal must be:
 - (a) kept securely by the Management Committee; and
 - (b) used only under the authority of the Management Committee.

 - 2) 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 authorised by the Management Committee.