FITNESS, SPORT AND RECREATION INDUSTRY TRAINING COUNCIL INC. Trading as Recreation Training Queensland

RULES OF ASSOCIATION (MARCH 2005)

WORDS AND EXPRESSIONS TO HAVE MEANING IN ACT

1. A word or expression that is not defined in these model rules, but is defined in the *Associations Incorporation Act 1981* has, if the context permits, the meaning given by the Act.

NAME

2. The name of the incorporated Council shall be the Fitness Sport and Recreation Industry Training Council (**"the Council"**).

OBJECTS

3. The objects for which the council is established are:

1. To respond to the Queensland recreation industry's requests in relation to all aspects of vocational education and training affecting the industry.

2. To encourage and facilitate an adequate supply of appropriately skilled personnel to meet the current and future skill requirements of the industry in Queensland.

3. To provide input into the process of ensuring that appropriate accreditation of training and/or courses is achieved to industry requirements and standards of competency.

4. To be the principal industry adviser to Government on vocational education and training for the industry in Queensland.

5. To raise industry awareness and acceptance of the need to increase commitment to high quality vocational education and training in the industry in Queensland

6. To encourage and facilitate the development of high quality, industry relevant training products and services

7. To ensure that the Council's activities complement the national training agenda for the recreation industry.

8. To promote the skill standards set by the industry in Queensland to industry, government and the community both nationally and internationally.

9. To raise the profile of the Council within the industry.

POWERS

The Council has the powers of an individual.

4. (1) The Council has the power:

a) To purchase or acquire in fee simple or on lease any real or personal estate or any interest in or licence in respect thereof for the purpose of the Council.

b) To erect or improve or alter any buildings for the purpose of the Council and to furnish and maintain the same;

c) To invest or otherwise deal with the moneys of the Council not immediately required upon such security and in such manner as may from time to time be determined;

d) To borrow or raise and give security for money by the issue of any bonds, debentures, bills of exchange, promissory notes or other obligations or securities or by the mortgage or charge over all or any part of the property of the Council and to purchase, redeem or pay off such obligations and securities or any of them;

e) To employ staff

f) To do all such things necessary or convenient to be done in carrying out its affairs.

(2) The powers contained in 4 (1) (a) – (f) shall be vested in the Management Committee unless otherwise specified within this constitution.

CLASSES OF MEMBERS

5. (1) The membership of the Council shall consist of Ordinary members, Associate members and Affiliate members

a) Ordinary membership shall comprise any autonomous incorporated organisation which in the opinion of the Management Committee is deemed at the time, to be the peak industry organisation representing each of the industry sectors that the Council has coverage over.

b) The number of Ordinary members is limited to one (1) member per industry sector that the Council has coverage over.

c) Associate membership shall comprise nominated representatives of:
   i. Employers, or Employer and/or Trade Organisations within the industry;
   ii. Unions representing employees in the industry
   iii. Public and/or private training providers
   iv. Higher education institutions
   v. An organisation such as a professional Council, with special qualifications who the Council considers would assist it in meeting its objectives; and

vi. Other relevant Commonwealth, State and Local Government Departments or Instrumentalities.

d) The number of Associate members on the Council shall be unlimited.

e) Affiliate membership shall comprise any individual that can provide the Management Committee with sufficient evidence of their involvement with the sport and recreation industry sectors. Such decision to admit any individual to an Affiliate membership is entirely at the Management Committee's discretion.

f) The number of Affiliate members of the Council shall be unlimited

(2) The voting rights of Members are as follows:
(a) An Ordinary member is entitled to one vote
(b) An Associate member is entitled to one vote
(c) An Affiliate member has no voting rights

(3) On adoption of these rules all existing members shall be transferred into the appropriate category as deemed by the Management Committee.

MEMBERSHIP

6. (1) An application for membership must be-

(a) in writing; and
(b) signed by the applicant and the applicant's proposer and seconder; and
(c) in the form decided by the management committee.

(2) An applicant for membership of the Council must be proposed by 1 member of the Council (the "proposer") and seconded by another member (the "seconder").

MEMBERSHIP FEES

7. (1) The levy of membership fees shall be determined from time to time by the Management Committee.

(2) Membership fees shall be payable at such time and in such manner as the Management Committee shall from time to time determine.
(3) Membership is to be renewed annually on a date as determined by the Management Committee

ADMISSION AND REJECTION OF MEMBERS

8. (1) The management committee must consider an application for membership at the next meeting of the committee held after it receives:
(a) the application; and
(b) the appropriate membership fee for the application.

(2) The management committee must decide at the meeting whether to accept or reject the application.

(3) If a majority of the management committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership deemed appropriate by the Management Committee.

(4) The secretary of the Council 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.

WHEN MEMBERSHIP ENDS

9. (1) A member may resign from the Council by giving a written notice of resignation to the secretary.

(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.

(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 Council.

(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.

(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.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

10. (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.

(2) A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.

(3) If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.

(4) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.

(5) Also, the management committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.

(6) An appeal must be decided by a vote of the members present at the meeting.

(7) If a person whose application has been rejected does not appeal against the decision within 1 month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.

REGISTER OF MEMBERS

11. (1) The management committee must keep a register of members.

(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;
(e) any other particulars the management committee or the members at a general meeting decide.

(3) The register must be open for inspection by members during normal business hours of the Council.

(4) However, before the member may inspect the register, the member must apply to the secretary to inspect it.

SECRETARY

12. (1) 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 Council within 1 month after the vacancy happens.

(2) The secretary must be an individual residing in Queensland, or in another State but not more than 65km from the Queensland border, who is –

a) any of the following persons appointed by the management committee –
   (i) a member of the Council's management committee;
   (ii) a member of the Council;
   (iii) another person.

(3) The management committee may appoint and remove the Council's secretary at any time.

MEMBERSHIP OF MANAGEMENT COMMITTEE

13. (1) The management committee of the Council shall comprise a maximum of eight (8) members and shall where possible, comprise equal sectoral representatives elected by the Council from the "Ordinary" membership category and consist of:

a) A Chair who shall be independent
b) One (1) Union representative
c) Five (5) representatives made up of one (1) representative from each of the Ordinary members
d) One (1) representative of the "Associates" membership category

(2) All members of the management committee, other than the secretary, must be members of the Council.

(3) At each annual general meeting of the Council, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

(4) No member of the Management Committee shall hold more than one (1) position

(5) The Management Committee shall elect from within the Directors, a Deputy Chair and Treasurer at the first meeting of the Management Committee following the Annual General Meeting each year.

(6) These office bearers, along with the elected Chairperson, shall form the Executive Committee which shall meet from time to time as needed.

(7) The Executive Committee has the same powers as the Management Committee.

NOMINATION OF THE MANAGEMENT COMMITTEE

14. (1) A member of the management committee may only be nominated as follows:

a) Nominations for the position of independent Chair shall be made by any two (2) members of the Council.
b) Nominations for the position of Union representative shall be made by any two (2) members of unions who are members of the Council
c) Nominations for the Ordinary member representatives shall be made by any two (2) Ordinary members of the Council with at least one of the nominations coming from an Ordinary member representing that sector
d) Nominations for the Associates representative shall be made by any two (2) Associate members of the Council.

(2) Members are permitted to nominate themselves.

(3) The nomination must be:

a) in writing; and
b) signed by the candidate and the members who nominated him or her; and

c) received by the secretary at least 14 days before the annual general meeting at which the election is to be held.

ELECTING THE MANAGEMENT COMMITTEE

15. (1) All Management Committee positions will be elected by majority vote from within the Council

(a) Each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies;

(b) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.

(2) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be forwarded to all members and posted in a conspicuous place in the office or usual place of meeting of the Council for at least 7 days immediately preceding the annual general meeting.

(3) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(4) Should at the commencement of such meeting, there be insufficient number of candidates nominated for the Management Committee, nominations may be taken from the floor of the meeting for that Committee.

(5) Voting at the annual general meeting shall be either in person, by proxy or via postal votes. All postal votes must be received by 5pm the day prior to the annual general meeting

RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

16. (1) A management committee member may resign from the committee by giving written notice of resignation to the secretary.

(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.

(3) A member may be removed from office at a general meeting of the Council if a majority of the members present at the meeting vote in favour of removing the member.

(4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.

(5) A member has no right of appeal against the member's removal from office under this section.

VACANCIES ON MANAGEMENT COMMITTEE

17. (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Council to fill the vacancy until the next annual general meeting.

(2) The continuing members of the management committee may act despite a casual vacancy on the management committee.

(3) However, if the number of committee members is less than the number fixed under these rules as a quorum of the management committee,[8] the continuing members may act only to-

(a) increase the number of management committee members to the number required for a quorum; or
(b) call a general meeting of the Council.

FUNCTIONS OF MANAGEMENT COMMITTEE

18. (1) Subject to these rules or a resolution of the Council 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 Council; and
(b) has authority to interpret the meaning of these rules and any matter relating to the Council on which the rules are silent.

(2) The management committee may exercise the powers of the Council -

(a) to borrow, raise or secure the payment of amounts in a way the Council 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 Council in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Council'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 Council; and
(g) to provide and pay off any securities issued; and
(h) to invest in a way the members of the Council may from time to time decide.

(3) For sub-section (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 Council; or
(b) if there is more than 1 financial institution for the Council - the financial institution nominated by the Council.

MEETINGS OF MANAGEMENT COMMITTEE

19. (1) Subject to subsections (2) to (17), the management committee may meet and conduct its proceedings as it considers appropriate.

(2) The management committee must meet at least once every four months to exercise its functions.

(3) The committee must decide how a meeting is to be called.

(4) Notice of a meeting is to be given in the way decided by the committee.

(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.

(6) A request for a special meeting must state-
(a) why the special meeting is being called; and
(b) the business to be conducted at the meeting.

(7) At a management committee meeting, more than half plus one (1) of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.

(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.

(9) A management committee member must not vote on a question about a contract or proposed contract with the Council 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.

(10) The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.

(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 the meeting.

(12) The Chairperson or, if there is no Chairperson or if the Chairperson is not present within 10 minutes after the time fixed for a management committee meeting, the Deputy Chair is to preside as chairperson at the meeting.

(13) If the Chair and the Deputy Chair are absent from a management committee meeting, the members may choose 1 of their number to preside as chairperson at the meeting.

(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.

(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) If, at the adjourned meeting mentioned in subsection (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

DELEGATION OF MANAGEMENT COMMITTEE POWERS

20. (1) The management committee may delegate the whole or part of its powers to a subcommittee consisting of the Council members considered appropriate by the committee.

(2) A subcommittee may only exercise delegated powers in the way the management committee decides.

(3) A subcommittee may elect a chairperson of its meetings.

(4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(6) A question arising at a subcommittee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

21. (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.

(2) Subsection (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.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

22. (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.

(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.

ANNUAL GENERAL MEETINGS

23. Each subsequent annual general meeting must be held -

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

BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

24. 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 Council for the last financial year;
(b) receiving the auditor's report on the financial affairs of the Council for the last financial year;
(c) presenting the audited statement to the meeting for adoption;
(d) electing members of the management committee;
(e) appointing an auditor.

SPECIAL GENERAL MEETING

25. (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 Council presently on the Management Committee; or
(ii) at least the number of members of the Council equal to double the number of members of the management committee plus 1; or
(c) being given a written notice of an intention to appeal against the decision of the management committee-
(i) to reject an application for membership; or
(ii) to terminate a person's membership.

(2) A request mentioned in subsection (1) (b) must state-
(a) why the special general meeting is being called; and
(b) the business to be conducted at the meeting.

NOTICE OF GENERAL MEETING

26. (1) The secretary may call a general meeting of the Council.

(2) The secretary must give at least 14 days notice of the meeting to each Council member.

(3) The management committee may decide the way in which the notice must be given.

(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 Council.

(5) A notice of a general meeting must state the business to be conducted at the meeting.

QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

27. (1) Subject to subsection (5), at a general meeting the number of members equal to double the number of members of the management committee plus 1 form a quorum.
(2) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.

(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 Council, the meeting lapses.

(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 Council, 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.

(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.

(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.

(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.

(8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.

(9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

(10) In this rule - **"member"** includes a person attending as a proxy or representing an organisation that is a member.

PROCEDURE AT GENERAL MEETING

28. (1) Subject to these rules, at each general meeting -

(a) the Chair or, if there is no Chair or if the Chair is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the Deputy Chair is to preside as chairperson; and

(b) if the Deputy Chair is absent or unwilling to act as chairperson, the members present must elect 1 of their number to be chairperson of the meeting; and

(c) the chairperson must conduct the meeting in a proper and orderly way; and

(d) each question, matter or resolution must be decided by a majority of votes of the members present; and

(e) each member present and entitled to vote is entitled to 1 vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and

(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; and

(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; and

(h) if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and

(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; and

(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 1 vote; and

(ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 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 an organisation - 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 Council 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-

Recreation Training Queensland
2005 PROXY FORM

(Proxy form of the QLD Fitness, Sport and Recreation Industry Training Council Inc trading as Recreation Training Queensland. Hereto referred as the Council)

I,_____ , of _____(organisation)

_____ (address)

being a member of the above named Council, hereby appoint

_____(name)• of _____organisation)

_____ (address)

as my proxy to vote for me on my behalf at the
Special General Meeting of the above named Council,

to be held on the 30th day of March 2005

and at any adjournment thereof.

Their vote is to be used * in favour of/against the resolution.
(Unless otherwise instructed, the proxy may vote as they think fit).

Signed this_____ day of_____ , 2005.

Signature_____

Please forward to:
Recreation Training Queensland
Suite 1.08, Sports House
cnr Castlemaine and Caxton Streets
Milton Q 4064
Fax: (07) 3367 1833

As outlined in RTQ Rule 31.7 a proxy can be made in favour of any member of RTQ or any individual who has an interest in the industry and who is in attendance at the meeting. As an indication proxies may be made in favour of the RTQ Chair or other members of the Management Committee who represent your sector (see over).

(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; and
(p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meetings are entered in a minute book; and
(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.

(2) To ensure the accuracy of the minutes recorded under subsection (1)(p)-
(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 Council that is a general meeting or annual general meeting, verifying their accuracy.

BY-LAWS

29. (1) The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Council.

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

ALTERATION OF RULES

30. (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.

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

COMMON SEAL

31. (1) The management committee must ensure the Council has a common seal.

(2) The common seal must be-
(a) kept securely by the management committee; and
(b) used only under the authority of the management committee.

(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.

FUNDS AND ACCOUNTS

32. (1) The funds of the Council must be kept in an account in the name of the Council in a financial institution decided by the management committee.

(2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Council.

(3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.

(4) If an amount of $100 or more is paid by cheque, the cheque must be signed by any 2 of the following-

(a) the chair;
(b) the secretary;
(c) the treasurer;
(d) another member authorised by the management committee for the purpose.

(5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed ‘not negotiable’.

(6) A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.

(7) All expenditure must be approved or ratified at a management committee meeting.

(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 Council’s assets and liabilities at the close of the year;
(c) the mortgages, charges and securities affecting the property of the Council at the close of the year.

(9) The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.

(10) The income and property of the Council must be used solely in promoting the Council's objects and exercising the Council's powers.

DOCUMENTS

33. The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Council.

FINANCIAL YEAR

34. The financial year of the Council closes on 30 June in each year.

DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

35. (1) This section applies if the Council-
(a) is wound-up under part 10 of the Act;[1] and
(b) it has surplus assets.

(2) The surplus assets must not be distributed among the Council members.

(3) The surplus assets must be given to another entity -
(a) having objects similar to the Council's objects; and
(b) the rules of which prohibit the distribution of the entity's income and assets to its members.

(4) In this section -
"surplus assets" has the meaning given by section 92(3)[2] of the Act.

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[1] Part 10 (Winding-up) of the Act
[2] Section 92 (Distribution of surplus assets) of the Act.