

THE RULES OF QUEENSLAND CRICKET UMPIRES' AND SCORERS' ASSOCIATION INC

NAME

1. (a) The name of the incorporated association shall be QUEENSLAND CRICKET UMPIRES' AND SCORERS' ASSOCIATION Inc. (hereinafter called "the Association").
- (b) The term "Q.C.A." used herein shall mean "Queensland Cricket Association Ltd."
- (c) The term "other Umpires' Associations" used herein shall mean all recognised Cricket Umpires' Associations or Cricket Associations (if no umpires' association exists within the centre under that association's control), in the State of Queensland.
- (d) The term "Zone" used herein shall mean the districts into which Queensland country is divided, as defined and amended by the Q.C.A, plus an additional Zone to include all Umpires' Associations within the Brisbane region, not defined in the above country districts. The Association is excluded from any of the above districts.

OBJECTS

2. The objects of the Association are:
 - (a) To assist in the promotion, interest and advancement of the game of cricket as controlled by the Q.C.A.;
 - (b) To supply qualified umpires and scorers to officiate at cricket matches as required from time to time by the Q.C.A.;
 - (c) To study and enforce the interpretation of the Laws of Cricket as laid down from time to time by the Australian Cricket Board and the Q.C.A.;
 - (d) To cultivate a high standard of efficiency and to maintain the dignity of the position of an umpire and a scorer;
 - (e) To advance and protect the interests of all members in any matter deemed necessary by the Association;
 - (f) To provide its members with facilities or services to enhance their participation as umpires and scorers;
 - (g) To disseminate information to other Umpires' **and Scorers'** Associations in Queensland.

PATRON

3. The position of Patron of the Association shall be filled by invitation of the Management Committee announced at each Annual General Meeting and not by election.

MEMBERS

4. The members of the Association shall comprise:
 - (i) Patron;
 - (ii) Office Bearers (as hereinafter defined);
 - (iii) Ordinary Members (as hereinafter defined);
 - (iv) Life Members (as hereinafter defined);
 - (v) Associate Members (as hereinafter defined);
 - (vi) Representative Member (as hereinafter defined);
 - (vii) Zone Delegates (as hereinafter defined).

OFFICE BEARERS

5. The Office Bearers of the Association shall be a President, a Vice-President, an Honorary Secretary, an Honorary Treasurer and the members of the Management Committee all of whom shall be elected annually.

ORDINARY MEMBERS

6. (a) The Ordinary Members of the Association shall comprise any number of persons who possess an adequate knowledge of the laws and practice of the game of cricket and who have proved to the satisfaction of the Board of Examination & Coaching that they possess the necessary knowledge and ability to efficiently umpire/score the game of cricket and who shall be elected to membership at a General Meeting of the Association by the affirming vote of a majority present and entitled to vote thereat.
- (b) An Ordinary Member shall not belong to any other similar organisation without the written permission of the Association.

LIFE MEMBERS

7. (a) The Management Committee may nominate Life Members in consideration of outstanding service to umpiring/scoring, such nominations numbering not more than one in any year to be submitted to the Annual General Meeting of the Association, at which Meeting alone Life Members shall be elected.
- (b) Life Members shall be entitled to exercise all the privileges of members of the Association including the right to speak and vote on any motion at any meeting of the Association, but not to vote as a Life Member if already voting in any other capacity.

ASSOCIATE MEMBERS

8. (a) The Associate Members of the Association shall comprise any number of persons who possess a genuine interest in the objects of the Association, and who shall be elected to Associate Membership of a General Meeting of the Association by the affirming vote of a majority present and entitled to vote thereat.
- (b) An Associate Member shall have no voting rights unless elected as an Office Bearer of the Association.
- (c) An Associate Member shall have no entitlement under, nor be subject to Rules 33 and 34.
- (d) An Associate Member may become an Ordinary Member of the Association by fulfilling the requirements of Rule 6(a) and by paying the difference in the Annual Subscription.

REPRESENTATIVE MEMBER

9. (a) The Representative Member shall be the member of the Management Committee who represents "other Umpires' Associations" and who is elected annually by the Association.
- (b) The Representative Member shall hold membership in another Umpires' Association in Queensland.
- (c) The Representative Member shall be entitled to the voting rights accorded an Ordinary Member.
- (d) Duties of the Representative Member:
 - (i) To liaise between the Association and other Umpires' Associations.
 - (ii) Perform the general clerical duties and attend to and sign all correspondence to other Umpires' Associations on behalf of the Association under the direction of the Management Committee.
 - (iii) To chair a subcommittee formed from time to time by the Management Committee to deal with seminars and other matters pertaining to other Umpires' Associations.

The members of the subcommittee shall include the Representative Member, one or more members of the Board of Examination & Coaching and one or more other members of the Management Committee and such other personnel as determined by the Management Committee.
 - (iv) To submit a written and/or oral report to each monthly meeting of the Management Committee.

ZONE DELEGATES

10. A Zone Delegate to the Association shall be the representative of the members of "other Umpires' Associations" within a particular Zone. All Zones within the state will be entitled to one delegate who will be able to attend all General Meetings.

Zone Delegates are not entitled to vote.

ANNUAL SUBSCRIPTIONS

11. (a) The annual subscription for Ordinary Members of the Association shall be such amount as may be determined from time to time by the members of the Association at an Annual General Meeting or at any Special or Ordinary General Meeting called, inter alia, for that purpose. The amount so determined at any such meeting shall continue to apply until otherwise so determined at a subsequent meeting.
- (b) An Associate Member shall pay 40% of the annual subscription of an Ordinary Member.
- (c) The annual subscriptions shall be paid by all Ordinary and Associate Members on or before the 31st day of October each year. Any member who has not paid the annual subscription by that date shall be deemed unfinancial and all privileges of membership shall be withdrawn until the member becomes financial.
- (d) An Ordinary or Associate Member admitted to the Association on or after the 1st day of February in any year shall only be required to pay 50% of the current annual subscription provided that such member was not an ordinary or associate member of the Association in the preceding calendar year.
- (e) New members shall pay their annual subscription forthwith upon being elected as members.
- (f) **The Representative Member shall be deemed to be financial and is not required to pay the annual subscription.**

12. (Deleted in 2008)

MANAGEMENT COMMITTEE

13. (a) The general management of the affairs of the Association shall be vested in the Management Committee consisting of the President, Vice President, the Honorary Secretary, the Honorary Treasurer, the Representative Member and five (5) Ordinary Members of the Association.
- (b) The Management Committee shall meet at such time and at such place as the members thereof shall from time to time decide or be summoned by the Secretary or by order of the President. Six (6) members of the Management Committee shall constitute a quorum.
- (c) Should the President be absent from any meeting of the Management Committee the members present may elect one of themselves to act as Chairperson of the meeting during the absence of the President.

- (d) The Management Committee shall be subject to the direction and control of the members of the Association in General Meeting and the Management Committee shall transact any business that may be referred to it by the members in General Meeting. The Management Committee shall have power to deal with any urgent matters arising between General Meetings, subject always to the approval of the next General Meeting or to any instructions given at a previous General Meeting.
- (e) All principal matters discussed by the Management Committee at its meetings shall be conveyed to the members at a General Meeting by means of a short report.
- (f) Should any member of the Management Committee be absent from three (3) consecutive meetings of the Management Committee without having obtained leave of absence from the Management Committee such member's position on the Management Committee shall automatically become vacant and nominations shall be called to fill the vacancy in accordance with these Rules. Acceptance of an apology shall be deemed to be a grant of leave of absence.

BOARD OF EXAMINATION AND COACHING

- 14 (a) **At its first meeting after each Annual General Meeting the Management Committee shall:**
 - (i) **appoint a Board of Examination and Coaching.**
 - (ii) **determine the number of members of this Board which shall comprise at least 3 members.**
 - (iii) **appoint a chairperson of this Board.**
- (b) **To be eligible for appointment to this Board, a person must be a financial member of the Association and at least 3 members of the Board must have stood in at least 25 First Grade games.**
- (c) The Board of Examination and Coaching shall be answerable to the Management Committee and its duties and powers shall include:
 - (i) To meet as required for the purpose of examining candidates for membership in regard to their suitability and their knowledge and interpretation of the Laws of Cricket as laid down by the Australian Cricket Board and the Q.C.A.
 - (ii) To decide the manner in which each candidate shall be examined provided always that at least one theoretical test and (where necessary) practical test shall be given before recommending the acceptance of any candidate. The Board shall take into consideration the mental, physical and general aptitude of each candidate examined and shall have the power to defer any candidate for any sufficient reason. The Board may recommend to the Management Committee that an existing member be re-examined.
 - (iii) To report to the next General Meeting on the result of each examination of candidates for membership.
 - (iv) To issue certificates to persons qualified to officiate as umpires.

- (v) To be responsible for coaching and advising on the Laws of Cricket for the benefit of members as laid down by the Australian Cricket Board and the Q.C.A.
- (vi) To prepare a Form of Examination to be approved by the Management Committee and to be thereafter used by the other Umpires' Associations in Queensland.
- (vii) To coach and examine upon request other umpires within the State of Queensland.
- (viii) To liaise with the Representative Member on matters pertaining to other Umpires' Associations.
- (ix) To conduct a coaching segment at all General Meetings from August to March inclusive.

SCORERS' COMMITTEE

- 15
- (a) The Scorers Committee shall meet at such time and place as may be determined.
 - (b) At its first meeting, after the Annual General Meeting of the Association, the committee shall elect a chairperson from amongst its members.
 - (c) A quorum at any meeting of the Committee shall consist of three (3) members thereof.
 - (d) The Scorers' Committee shall:
 - (i) Set recommended techniques for recording the events of a match.
 - (ii) Assist the Board of Examination and Coaching with all aspects of the Association scorers' recruiting and training.
 - (iii) Assist in the preparing of scorers' examination papers in association with and under the guidance of the Board of Examination and Coaching.
 - (iv) Issue certificates to persons qualified to officiate as scorers.
 - (v) To coach and examine upon request other scorers within the State of Queensland.
 - (vi) To submit a written and/or oral report to each monthly meeting of the Management Committee.'

SECRETARY

16. The Honorary Secretary of the Association shall:
- (a) Attend all meetings of the Association and of the Management Committee and shall keep a correct record of all Minutes of such meetings and of all proceedings of the Association.
 - (b) Perform the general clerical duties and attend to and sign all correspondence on behalf of the Association under the direction of the Management Committee.
 - (c) Cause the issue of all Notices to members, calling meetings when instructed to do so, in accordance with these Rules.

- (d) Keep all documents, books, papers and vouchers belonging to the Association pertaining to the office of Honorary Secretary and shall deliver up the same and all other property of the Association if called upon to do so at any time by the Management Committee.

TREASURER

17. The Honorary Treasurer shall:

- (a) Keep all documents, books, papers and vouchers belonging to the Association pertaining to the office of Honorary Treasurer and shall deliver up the same and all other property of the Association if called upon to do so at any time by the Management Committee.
- (b) Receive all monies on behalf of the Association and after issuing receipts therefore deposit such monies to the credit of the Association in such bank or banks as the Management Committee may from time to time determine.
- (c) Submit to the President at all meetings the names of all unfinancial members.

FINANCE

- 18. (a) All cheques drawn on the account of the Association and all orders for the withdrawal of money from the account shall be signed by any two (2) of the President, the Secretary or the Treasurer.
- (b) No money shall be disbursed nor any liability incurred on behalf of the Association without the express authority of the Association in General Meeting but in cases of emergency the Management Committee shall be at liberty to expend any sum not exceeding \$500.00 to any one payee for the purposes of the Association provided that all such expenditure shall be reported to the next General Meeting of the Association for confirmation.
- (c) The Honorary Treasurer shall submit to the General Meeting of the Association a list of all accounts then requiring payment and of all payments made by authority of the Management Committee since the previous General meeting. Upon such account being approved for payment or upon such payments being ratified as the case may be, details thereof shall be incorporated in the Minutes of that Meeting.
- (d) A two-thirds majority of members present at a Special Meeting shall have power to impose levies for any special purposes.
- (e) The financial year of the Association shall end on the 31st of May in each year.

ACCOUNTS AND AUDIT

- 19. An Honorary Auditor of the Association shall be elected at the Annual General Meeting in each year. The accounts of the Association shall be audited before each Annual General Meeting. The report of such audit, together with copies of the Income and Expenditure Account, and Balance Sheet, shall be appended to the Annual Report and a copy thereof shall be furnished to each person entitled to vote at the Annual General Meeting.

ELECTION OF OFFICE BEARERS

20. (a) Except as otherwise provided by these Rules the members of the Management Committee and other officers of the Association shall be elected at the Annual General Meeting each year.
- (b) A written nomination signed by the person making the nomination shall be required for all elective offices. Such nominations may be made by any Life Member or financial member of the Association and shall be lodged with the Secretary at least seven (7) days prior to the date on which the election of the particular officer is to be held and shall either be signed by the candidate as a consenting party or be consented to by the candidate in writing.
- (c) If only the number of valid nominations required to fill any office be received, the Chairperson shall declare the candidate/s duly elected.
- (d) If fewer than the required number of valid nominations be received, the Chairperson shall first declare the candidate/s duly elected, and then a majority of these present and entitled to vote may decide by the counting of a show of hands to fill the remaining vacancy or vacancies at that meeting by calling for verbal nominations and by the taking of a ballot or ballots if more candidates then are necessary to fill the office be so nominated.
- (e) Should the office not be filled in this manner at that meeting, nominations in accordance with paragraph (b) of this Rule shall be called for and an election held at the next ensuing General Meeting of the Association.
- (f) Notice of the calling of nominations and of the closing date and place shall be given by the Secretary in writing to all members of the Association not less than fourteen (14) days prior to the date set down for the meeting.
- (g) If more than the required number of valid nominations be received, a ballot or ballots shall be taken and determined in the manner hereinafter prescribed.
- (h) 20(b), (d), (e) and (f) shall not apply to the nomination and election of the Representative Member.
- (i) Written nominations for the position of Representative Member may be made by the President or Secretary of other Umpires' Associations on the prescribed nomination form to be received by the Secretary of the Association no later than the 14th July each year.

REMOVAL OF OFFICE BEARERS

21. (a) Any member of the Management Committee or any other officer of the Association from time to time may be removed from office by the vote of not less than three-fourths of those Ordinary Members or Life Members present and entitled to vote at a meeting of the Association specially called for that purpose. Seven (7) days notice of such meeting shall be given by circular addressed to each person proposed to be removed. Such notice shall be forwarded by registered post to the person's last known address.

CASUAL VACANCIES

22. (a) If any vacancy occurs during the year in any elective office such office shall be declared vacant at the next ensuing general meeting of the Association. The vacancy shall be filled temporarily at the meeting at which the office is declared vacant, by the election of an acting office bearer if a majority of those present and entitled to vote so determine. In such case oral nominations shall suffice and if necessary, a ballot shall be held.
- (b) If any acting office bearer is elected in accordance with Rule 21(a) the member shall hold office and be entitled to exercise all the rights and privileges of the position until an office bearer is elected at the next ensuing general meeting of the Association for the remainder of the term of the particular office.
- (c) An election shall be held at the next general meeting of the Association in accordance with the rules relating to the election of office bearers, to fill the vacancy until the next election for the particular office and the Secretary shall within fourteen days after the holding of the meeting at which the office is declared vacant and an acting office bearer (if any) is elected notify all members of the Association.
- (i) That an election for the office shall be held at the next general meeting of the association and
- (ii) Of the date, time and place of such meeting and
- (iii) Of the name of the acting office bearer if any.

GENERAL MEETINGS (ANNUAL, ORDINARY, AND SPECIAL)

23. (a) **The Annual General Meeting of the Association shall be deemed to be the first meeting of the season.**
- (b) At least fourteen (14) clear days notice of the Annual General Meeting shall be given by the Secretary by circular addressed to each member specifying the business to be transacted at that meeting and the time and place thereof.
- (c) The regular business of the Annual General Meeting shall be:-
- (i) To receive the Annual Report and Financial Statements;
- (ii) To enrol new members;
- (iii) To elect such office bearers of the Association for the ensuing year as are required by these Rules to be elected at that meeting;
- (iv) To elect a Life Member (if any) pursuant to these Rules;
- (v) To transact such other business as may be properly brought before the meeting.
- (d) Ordinary general meetings of the Association shall be held for the transaction of general business at least once in each calendar month during the cricket season at times and places to be arranged from time to time and at such other times when summoned by the

Management Committee which shall give not less than seven (7) days notice of each general meeting by circular addressed to each member.

- (e) The secretary shall from time to time when directed to do so by the Management Committee or a resolution of a majority of members present and entitled to vote at an ordinary general meeting or on receiving a requisition signed by not less than six (6) financial ordinary members of the Association and specifying the object for which the meeting is desired convene special general meetings of the Association.
- (f) No resolution other than that for which the meeting has been called shall be dealt with at a special general meeting or at any adjournment thereof. The Chairperson of the meeting may permit a verbal amendment to any resolution if such amendment does not materially alter the intention of the original resolution.
- (g) The minutes of any special general meeting shall be submitted for confirmation at the next ordinary general meeting of the Association.
- (h) Business shall not be transacted at any meeting of the Association unless there is present a quorum of not less than **thirty percent (30%) of the membership as it is on the 1st of January that year** entitled to vote thereat provided that those so present may in the absence of a quorum after the expiration of thirty minutes from the time appointed for assembling adjourn the meeting until such time and to such place as they may think fit.
- (i) The secretary shall keep a roll book in which each member shall record attendance at general meetings. A record of all attendances at each general meeting shall be embodied in the minutes thereof.
- (j) The non receipt of notice of any ordinary general meeting or special general meetings by any person/s entitled to such notice shall not invalidate any of the proceedings at such meeting.

ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

24. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

25. (1) A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual as if it had been passed at a meeting of the Management Committee duly convened and held.
- (2) Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

FIRST GENERAL MEETING

26. (1) The first general meeting must be held at such time, not being less than 1 month nor more than 3 months after the day the Association is incorporated.
- (2) The Management Committee must decide where the meeting is to be held.
- (3) The business to be transacted at the first general meeting must include the appointment of an auditor.

FIRST ANNUAL GENERAL MEETING

27. (1) The first Annual General Meeting must be held within 18 months after the day the Association is incorporated.

SUBSEQUENT ANNUAL GENERAL MEETING

28. Each subsequent annual general meeting must be held
- (a) at least once each year; and
- (b) within 3 months after the end of the Association's previous financial year.

VOTING

29. (a) Only members who are financial shall be entitled to vote at meetings of the Association or be eligible for nomination for or election to any office of the Association.
- (b) Persons nominated for the position of Representative Member need only become financial when elected.

- (c) A person shall not exercise more than one vote on any motion at any meeting of the Association.
- (d) On any motion at any general meeting of the Association the Chairperson of the meeting shall have one vote which shall be used only in the case of an equality of votes.

BALLOTS

30. (a) Where a ballot for elective office is required the chairperson shall announce the office and the names of the eligible candidates therefore and shall appoint two scrutineers (not being candidates) to conduct the ballot or ballots. Such scrutineers shall be at liberty to exercise the votes to which they may be entitled in the ballot.
- (b) Ballot papers shall be distributed by the scrutineers to each person entitled to vote in the election.
 - (c) Each voter shall be entitled to cast a first preference vote in each ballot for the number of candidates required to fill the office and shall mark a "1" against the name/s of the candidate/s for whom the member wishes to cast a first preference vote, and shall complete the ballot paper with the numbers 2, 3, 4... in order of preference until all candidates have been numbered.
 - (d) The scrutineers shall collect the ballot papers and count the votes. Counting shall involve the addition of all numbers allocated by voters to each candidate.
 - (e) The ballot paper shall be declared informal by the scrutineers if:
 - (i) The ballot paper is not properly a part of the particular ballot;
 - (ii) The voter has cast a first preference vote for more or fewer than the required number of office bearers;
 - (iii) The ballot paper is not clearly marked as aforesaid;
 - (iv) All candidates have not been accorded a numeral as required by clause 30(c).
 - (f) The scrutineers shall after counting the votes deliver the ballot papers to the chairperson advising in writing of the number of formal and informal ballot papers returned and of the number of formal votes cast for each candidate.
 - (g) Thereupon the chairperson shall determine the result of the ballot as follows:
 - (i) The required number of candidates with the lowest total/s shall be declared elected;
 - (ii) Where candidates be equal for the final position/s to be decided for the office/s, the chairperson shall decide which of such candidates shall be declared elected.
 - (h) All ballot and relevant papers shall be retained by the chairperson until the close of the meeting and immediately thereafter destroyed.

- (i) Any person entitled to vote in an election may require at any time after the election is decided and prior to the close of the meeting without the requirement being seconded that the meeting be informed of the number of votes obtained by all or any of the candidates in any particular ballot but the chairperson and/or the scrutineers shall not otherwise publish or cause to be published such information.
- (j) In any ballot in which the chairperson for the time being is a candidate, the chair shall be vacated whilst the ballot is being conducted and determined and the duties of the chairperson under this rule shall be carried out by another office bearer of the association elected for that purpose on a show of hands by a majority of the persons present and entitled to vote in the ballot.

EXPENSES

- 31. The amount and method of payment of all allowances due to umpires and scorers officiating in all interstate and other matches where the provision of umpires and scorers is arranged by or through the Q.C.A. shall be determined by the Q.C.A.
- 32. **(Deleted in 2008)**

UNIFORM

- 33. The regulation uniform to be worn by all members umpiring at official matches shall be as determined from time to time by the Q.C.A. and the Australian Cricket Board.

PROPERTY OF THE ASSOCIATION OR THE Q.C.A.

- 34. Upon any person ceasing to be a member of the Association the member shall forthwith return to the secretary all property in the member's possession belonging to the Association or to the Q.C.A.

RULES OF CONDUCT

- 35. (a) An ordinary member of the Association shall not be eligible to officiate in any other Umpires' Association or division without the written authority of the president or secretary.
- (b) A member of the Association shall not seek to umpire or be permitted to umpire only for a specified club or clubs.
- (c) All ordinary members shall submit to the direction of the Grade Umpires' Allocation Panel and shall officiate at the grounds to which they are respectively appointed. Upon being notified in the usual manner of the grounds to which they are appointed they shall not forego or exchange such appointment unless otherwise directed or authorised by the Grade Umpires' Association Panel or by the Q.C.A.
- (d) **All relevant documentation** shall be returned according to policy and practice as determined by the Q.C.A. and Q.C.U.A. from time to time.

- (e) Members shall report to the Q.C.A. any misbehaviour of players participating in any match in which they are officiating.
- (f) When officiating at authorised fixtures umpires shall present themselves in regulation uniform which shall be clean and tidy and which shall display the official badge on the breast of the coat or shirt.

INFRINGEMENT OF RULES

36. (a) Should any member refuse to abide by the rules and lawful resolutions of the Association or do anything which in the opinion of the Association is contrary to the best interests of the Association or is charged with any conduct calculated to injure the Association or bring it into disrepute that member shall be summoned to appear before the Management Committee who if dissatisfied with the member's explanation shall have the power to suspend, expel or otherwise deal with the offender provided always that their action shall be subject to the approval of the general meeting and the right of the accused member to appeal to the General Meeting.
- (b) A summons specifying the charge addressed by registered letter through the post office seven days prior to the investigation shall be deemed sufficient notice of the charge. Should a member not attend, the inquiry shall be proceeded with unless a sufficient excuse for the member's absence has been received.
- (c) A member who has been suspended or expelled in accordance with this Rule shall not be readmitted to membership without the consent of two-thirds of those present at a general meeting or a special meeting called for that purpose.

BY-LAWS

37. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

COMMON SEAL

38. (1) The Management Committee shall provide for a common seal and for its safe custody.
- (2) The common seal shall only be used by the authority of the Management Committee and every instrument to which the seal is affixed shall be signed by a member of the Management Committee and shall be countersigned by the secretary or by a second member of the Management Committee or by some other person appointed by the Management Committee for the purpose.

FUNDS AND ACCOUNTS

39. (1) The funds of the Association must be kept in the name of the Association in a financial institution decided by the Management Committee.

- (2) 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.
- (3) All moneys shall be deposited as soon as practicable after receipt thereof.
- (4) **All amounts of \$100 or over shall be paid by either a cheque signed, or electronic funds transfer authorised, by any two of the President, Secretary or Treasurer.**
- (5) Cheques shall be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or ratified at a Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of –
 - (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) If the Association is incorporated within 3 months of the end of the Association's financial year, subs (8) does not apply for the financial year the Association is incorporated.
- (10) The auditor must examine the statement prepared under subs (8) and present a report on it to the Secretary before the next annual general meeting following the financial year for which the audit was made.
- (11) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.

DOCUMENTS

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

ALTERATION OF RULES

41. (a) Subject to the provision of the Associations Incorporation Act 1981, these Rules shall not be altered amended or rescinded except at an Annual General meeting or a special meeting called for that purpose. Fourteen days notice of motion of any proposed alteration, amendment or rescission shall be given in writing to the secretary who shall forthwith notify all members seven clear days before such meeting. Before any such proposal shall be finally adopted it shall be necessary to obtain a three-quarters majority of the votes of those present.

- (b) The Association may at any general meeting adopt such by-laws or rules of order as may be deemed advisable provided that notice of motion of any such proposal shall be given in writing to the secretary and read to the preceding meeting or that seven days notice in writing be given to each member.
- (c) Any proposed alteration or amendments to the constitution shall be submitted to the Q.C.A. for prior approval.
- (d) However, an amendment, rescission or addition is valid only if it is registered by the Chief Executive.

INCOME AND PROPERTY

- 42 (a) The income and property of the Association shall be applied solely towards the promotion of the objects of the Association as set out herein and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus otherwise howsoever by way of profit to or amongst the members of the Association. Provided that nothing herein shall prevent the payment in good faith of interest to any such member in respect of monies advanced by him or of remuneration to any officers or servants of the Association, or to any member of the Association, or other person in return for any services actually rendered to the Association. Provided further that nothing herein contained shall be construed so as to prevent the repayment to any member of out of pocket expenses and interest on money lent or hire of goods or rent for premises demised to the Association.
- (b) In furtherance of the objects of the Association to amalgamate with any one or more incorporated organisations having similar objects to those of the Association and which shall prohibit the distribution of its or their income and property amongst its or their members to an extent at least as great as that imposed upon this Association and which is a fund, authority or institution approved by the Commissioner of Taxation as a fund, authority or institution referred to in the Income Tax Assessment Act, 1936 (as amended).

CHANGE OF NAME - DISSOLUTION OF ASSOCIATION

43. (a) The name of the Association shall not be changed, nor may the Association be dissolved without the consent of not less than three-quarters of the members present, entitled to vote and voting at a Special General Meeting called for that purpose.
- (b) The Association shall be dissolved in the event of the membership being less than five persons.
- (c) If, upon the dissolution or winding up of the Association, there remains, after the satisfaction of all its debts and liabilities, any property whatsoever; the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other Association, Club, Institution or Institutions having objects similar to or in part similar to the objects of the Association and which shall prohibit the distribution of its or their income and property among its or their members to any extent at least as great as is imposed on the Association at or before the time of dissolution, and if and so far as effect cannot be given to the aforesaid provisions then to some charitable object.