

# SUNSHINE COAST RADIO SAILING CLUB CONSTITUTION

**Version 3.0**  
**11 December 2024**



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## **RULE ONE — NAME**

The name of the incorporated Association shall be SUNSHINE COAST RADIO SAILING CLUB (in these rules called "the Association").

## **RULE TWO — OBJECTIVES**

The objectives for which the Association is established are:

- (a) To provide radio yachting facilities for members and to maintain these facilities at an operational standard,
- (b) To provide a forum for discussion on the technical aspects of design and operation of radio yachts,
- (c) To encourage and promote interest in the sport of radio yachting,
- (d) To conduct where possible, family and outside social activities in conjunction with (a), (b) and (c) above.
- (e) To foster friendship, positive social interaction, excellent sportsmanship and the fun and enjoyment of radio sailing.
- (f) To realise club values which are honesty, integrity, care, courtesy, compassion and consideration, including support for the Member Protection Policy.
- (g) To foster a culture of 'fun first and competition second'.

## **RULE THREE — POWERS**

The Association has, in the exercise of its affairs, all the powers of an individual. The Association may, for example:

- (a) Enter into contracts,
- (b) Acquire, hold, deal with and dispose of property,
- (c) Make charges for services and facilities it supplies, and
- (d) Do other things necessary or convenient to be done in carrying out its affairs. The Association may take over the funds and other assets and liabilities of any other similar incorporated Association if it so desires. The Association

may also issue secured and unsecured notes, debentures and debenture stock for the Association.

#### **RULE FOUR — CLASSES OF MEMBERSHIP**

The membership of the Association shall consist of ordinary members, and any of the following classes of members. (Each class of membership is unlimited in number).

CLASS of MEMBERSHIP	LIMITATION or RIGHTS for CLASS	CONDITIONS of ENTRY to CLASS
Ordinary	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Accepted members</li> </ul>
Junior	<ul style="list-style-type: none"> <li>• May not vote</li> <li>• Not eligible for election to the Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Must be under 18 years of age</li> </ul>
Life	<ul style="list-style-type: none"> <li>• Nil</li> </ul>	<ul style="list-style-type: none"> <li>• Person rendering outstanding service to the Club</li> </ul>
Associate (a)	<ul style="list-style-type: none"> <li>• May not vote</li> <li>• Not eligible for election to Management Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Must be the partner of an Ordinary Member; or</li> <li>• Must be a full member of another radio sailing club</li> </ul>
International (Special)	<ul style="list-style-type: none"> <li>• May not vote</li> <li>• Not eligible for election to Management Committee</li> <li>• Fee will be charged in accordance with the individual affiliation fee as per state and/or national organisations</li> </ul>	<ul style="list-style-type: none"> <li>• Special membership granted for the purposes of entering sailing regattas</li> </ul>
Honorary	<ul style="list-style-type: none"> <li>• May not vote</li> <li>• Not eligible for election to Management Committee</li> <li>• No fees are payable</li> </ul>	<ul style="list-style-type: none"> <li>• Nominated by the Management Committee</li> <li>• Special membership granted for the purposes of recognising excellent service to SCRSC and/or RC sailing</li> </ul>

The number of members in each class shall not be limited.

#### **RULE FIVE — MEMBERSHIP**

The application for membership shall be made in writing, signed by the applicant and the applicant's proposer and seconder (who must be SCRSC members) and shall be in such form as the Management Committee from time to time prescribes.

All applications will be probationary initially for 3 months and an offer of official membership will be made if the committee deems that the probationary member is aligned with and a significant contributor to the club achieving its Objectives as outlined in Rule 2.

The Class Co-ordinator will liaise with the Management Committee in regards to the applicants completing their probationary period. The committee may use

prior knowledge of an applicant in making their decision as to accept or reject an application for membership.

#### **RULE SIX — MEMBERSHIP FEES**

The membership fees for each class of membership shall be such, as the members shall from time to time at any general meeting so determine. The membership fees for each class of membership shall be payable at such time and in such manner as the Management Committee shall from time to time determine.

#### **RULE SEVEN — ADMISSION AND REJECTION OF MEMBERS**

At the next meeting of the Management Committee after the receipt of any application and the fee applicable for any class of membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant. Any applicant who receives a simple majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a probationary member to the class of membership applied for.

Upon the acceptance or rejection of application for any class of membership the Secretary shall forthwith give the applicant notice in writing of such acceptance or rejection of the applicant's application for the class of membership being sought.

The committee shall through a simple majority vote at the end of the probationary period determine if the member shall have his/her membership made official or otherwise rejected. This decision is final and no re-dress will be considered at this time. The conclusion of the probationary period can be decided at any time by the committee between the time of initial application by the applicant to the end of the period taken to complete ten sailing days.

#### **RULE EIGHT — TERMINATION OF MEMBERSHIP**

A member may resign from the Association at any time by giving notice in writing to the Secretary.

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.

If a member:

- (a) is convicted of an indictable offence, or
- (b) fails to comply with any of the provisions of these rules, or
- (c) has membership fees in arrears for a period of two months or more, or
- (d) conducts himself or herself in a manner considered to be injurious or prejudicial to the character, interests or Objects (Rule 2) of the Association, the Management Committee shall consider whether the member's membership shall be terminated or the member shall serve a period of suspension of their membership for the length of time determined by the Management Committee.

The member concerned shall be given a full and fair opportunity of presenting the member's case. If the Management Committee resolves to terminate or suspend the membership it shall instruct the Secretary to advise the member in writing accordingly.

## **RULE NINE — APPEAL AGAINST REJECTION OR TERMINATION OR SUSPENSION OF MEMBERSHIP**

A person whose application for membership has been rejected or whose membership has been terminated or suspended, may, within thirty days of receiving written notification thereof lodge with the Secretary written notice of the person's intention to appeal against the decision of the Management Committee.

Upon receipt of a notification of intention to appeal against rejection or termination or suspension of membership, the Secretary shall convene, within thirty days of the date of receipt by the Secretary of such notice, an Adjudication Panel meeting to determine the outcome of the appeal.

(a) The Adjudication Panel will consist of five individuals (drawn from within or outside of the club membership) who have no personal relationship with any party involved. The club's Management Committee will appoint the five individuals ensuring they are unbiased and completely impartial and are capable of analysing the various statements from witnesses, complainant and that of the appellant to make an informed decision. The applicant shall be given the opportunity to fully present the applicant's case and the Management Committee or those members thereof who rejected the application for membership or terminated or suspended the membership subsequently shall likewise have the opportunity of presenting its or their case. The Adjudication Panel will meet independently to consider the evidence presented. The Adjudication Panel will then deliberate in isolation and decide by majority vote to either uphold the appeal, reject the appeal or modify the decision that had been made by the Management Committee by majority vote.

(b) Where a person whose application is rejected or terminated or suspended, does not appeal against the decision of the Management 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 (for Membership of the SCRSC. All other fees are not subject to reimbursement) only in the case of a rejection of an application.

## **RULE TEN — REGISTER OF MEMBERS**

The Management Committee shall cause a register to be kept in which shall be entered the name and residential addresses of all persons admitted to membership of the Association and the dates of their admission. Members may elect to limit any further particulars provided to the register.

Particulars shall also be entered into the register of deaths, resignations, terminations, reinstatement of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time save such particulars limited by the member.

The register shall be open for inspection at all reasonable times by any member who previously applies to the Secretary for such inspection.

The Management Committee will aim to protect the security of information recorded in the register.

## **RULE TEN (A) — THE SECRETARY**

If the Association has not elected an interim officer as Secretary for the Association before the change of name, the members of the Management

Committee must appoint or elect a Secretary for the Association within 14 days after the change of the name.

If a vacancy happens in the office of Secretary, the members of the management committee must appoint or elect a Secretary within 14 days after the vacancy happens.

The Secretary must be an individual residing in the State who is:

- (a) A member of the Association elected by the Association as Secretary, or
- (b) A member of the Association's Management Committee appointed by the Committee as Secretary, or
- (c) Appointed by the Management Committee as Secretary (whether or not the individual is a member of the Association).

The Management Committee may appoint and remove the Secretary at any time.

### **RULE ELEVEN — MEMBERSHIP OF MANAGEMENT COMMITTEE**

The Management Committee of the Association shall consist of a Commodore (President), a Vice-Commodore (Vice-President), Rear Commodore, Secretary and Treasurer (or Secretary/Treasurer),

Committee Member 6 and Committee Member 7, all of whom shall be members of the Association. Other members such as Measurer, Events Co-ordinator, Publicity Officer, Division Co-ordinator and Scorer (these positions are not part of the Management Committee); may be elected or appointed by the Management Committee at any time.

At the Annual General Meeting of the Association, all members of the Management Committee for the time being shall retire from the office, but shall be eligible upon nomination for re-election.

The election of officers and other members of the Management Committee shall take place in the following manner:

- (a) Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
- (b) The nomination, which shall be in writing and signed by the member and the member's proposer and seconder, shall be lodged with the Secretary at least 14 days before the annual general meeting at which the election is to take place.
- (c) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual general meeting shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- (d) Should, at the commencement of such a meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

### **RULE TWELVE — RESIGNATION AND REMOVAL FROM MANAGEMENT COMMITTEE**

Any member of the Management Committee may resign from membership of the Management Committee at any time by giving notice in writing to the Secretary but 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. A member may be removed from office at a general meeting of the Association where that member shall be given the

opportunity to fully present the member's case. The question of removal shall be determined by a simple majority vote of the members present at such a general meeting.

There is no right of appeal against a member's removal from office under this section.

### **RULE THIRTEEN — VACANCIES ON MANAGEMENT COMMITTEE**

The Management Committee shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Management Committee until the next annual general meeting.

The continuing members of the Management Committee may act notwithstanding any casual vacancy in the Management 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 Management Committee, the continuing member or members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a general meeting of the Association, but for no other purpose.

### **RULE FOURTEEN — FUNCTIONS OF THE MANAGEMENT COMMITTEE**

Except as otherwise provided by these rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee:

(a) Shall have the general control and management of the administration of the affairs, property and funds of the Association, and

(b) Shall have the authority to interpret the meaning of these rules and any matter relating to the Association on which these rules are silent.

(c) Is required to make all decisions regarding the format of all racing, trophies and competitions, regattas undertaken, marketing, funding, promotional events, membership, interactions with all outside entities and the sailing calendar.

(d) Will determine the construct of all competitions and parameters for awarding trophies in conjunction with Division Co-ordinators. A majority of the Committee in conjunction with the Division Co-ordinators and Scorers will determine trophy winners for annual awards.

The Management Committee may exercise all the powers of the Association.

(a) To borrow or raise or secure the payment of money in such manner as 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 Associations property, both present or future, and to purchase, redeem or pay off any such securities.

(b) To borrow amounts from members and to pay interest on the amount borrowed and to mortgage or charge its property and any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities, and from time to time. The rate of interest must not be more than the rate for the time being charged for overdrawn accounts for the money lent (whatever the term of the loan) by:

(a) The financial institution for the Association, or

- (b) If there is more than one financial institution for the Association - the institution nominated by the Association.
- (C) To invest in such manner as the members of the Association from time to time determine.

#### **RULE FIFTEEN — MEETINGS OF THE MANAGEMENT COMMITTEE**

The Management Committee shall meet at least once every two calendar months to exercise functions:

- (a) The Management Committee must decide how a meeting is to be called.
- (b) Notice of a meeting is to be given in the way decided by the Management Committee.

A special meeting of the Management Committee shall be convened by the Secretary on requisition in writing signed by not less than one-third of the members of the Management Committee, which requisition shall clearly state the reasons why such special meeting convened and the nature of the business to be transacted thereat.

At every meeting of the Management Committee a simple majority of a number equal to the number of members elected and/or appointed to the Management Committee as at the close of the last general meeting of the members, shall constitute a quorum.

Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings, as it thinks fit.

- (a) However, questions arising at any meeting of the Management Committee shall be decided by a simple majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which the member is interested, or any matter arising thereout, and if the member does so vote, the member's vote shall not be counted.

Not less than 14 days notice shall be given by the Secretary to members of the Management Committee of any special meeting of the Management Committee.

- (a) Such notice shall clearly state the nature of the business to be discussed thereat.

The Commodore shall preside as chairperson at every meeting of the Management Committee, or if there is no Commodore, or if at any meeting the Commodore is not present within ten minutes after the time appointed for holding the meeting, the Vice-Commodore shall be Chairperson, or if the Vice-Commodore is not present at the meeting, then the members may choose one of their number to be Chairperson of the meeting.

If within half an hour from the time appointed for the commencement of a Management Committee meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee shall lapse.

In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting the meeting shall lapse.

## **RULE SIXTEEN — THE SUBCOMMITTEE**

The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Management Committee thinks fit.

(a) Any subcommittee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Management Committee.

A subcommittee may elect a chairperson of its meetings

(a) If no such Chairperson is elected, or if at any meeting the Chairperson 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 Chairperson of the meeting.

A subcommittee may meet and adjourn as it thinks proper.

Questions arising at any meeting shall be determined by a **simple** majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

## **RULE SEVENTEEN — INDIVIDUAL AUTHORITY**

All acts done by any meeting of the Management Committee or of a subcommittee 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.

## **RULE EIGHTEEN — ALTERNATIVE TO MANAGEMENT COMMITTEE MEETING**

A resolution in writing signed by all 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.

Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

## **RULE NINETEEN — FIRST GENERAL MEETING**

The first general meeting must be held not less than one month, and not more than three months, after the day the Association is formed.

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

## **RULE NINETEEN (A) — FIRST ANNUAL GENERAL MEETING**

The first annual general meeting must be held within 18 months after the day the Association was officially formed.

## **RULE NINETEEN (B) — SUBSEQUENT ANNUAL GENERAL MEETINGS**

Each subsequent annual general meeting must be held:

(a) At least once each year, and



(b) Within three months after the end of the Association's previous financial year.

#### **RULE TWENTY — BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING**

The following business must be transacted at every annual general meeting:

(a) The receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Association for the last financial year.

(b) The election of members of the Management Committee.

(c) If a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one is received by the Secretary an independent statement of the financial affairs of the Association.

(d) If required by any State Act of Parliament, or Regulation the appointment of an auditor.

#### **RULE TWENTY-ONE — SPECIAL GENERAL MEETING**

The Secretary shall convene a special general meeting by sending out notice of the meeting within fourteen days of:

(a) Being directed to do so by the Management Committee, or

(b) Being given a requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one, or

(c) Being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.

A requisition mentioned in subsection (b) shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

#### **RULE TWENTY-TWO — QUORUM AT GENERAL MEETING**

At any general meeting the number of members required to constitute a quorum shall be equal to the number of Management Committee members plus two. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business.

(a) For the purpose of this rule, 'member' includes a person attending as a proxy or as representing a corporation which is a member.

If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association shall lapse.

(a) In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may determine, and if at the adjourned meeting a quorum is not present within half an hour of the time appointed for the meeting, the members present shall be a quorum. The Chairperson 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 30 days or more, notice of the adjourned meeting shall be given as in the case of an original meeting.

Save as aforesaid it shall not be necessary to give any notice, of an adjournment or, of the business to be transacted at any adjourned meeting.

### **RULE TWENTY-THREE — NOTICE OF GENERAL MEETING**

The Secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the Association.

The manner by which such notice shall be given shall be determined by the Management Committee. However, notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of their membership by the Management Committee shall be given in writing.

Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

### **RULE TWENTY-FOUR — PROCEDURE AT GENERAL MEETING**

Unless otherwise provided by these rules, at every general meeting:

(a) The Commodore shall preside as Chairperson, or if the Commodore is not present within 15 minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-Commodore shall be the Chairperson or if the Vice-Commodore is not present or is unwilling to act, then the members present shall elect one of their number to be Chairperson of the meeting.

(b) The Chairperson shall maintain order, and conduct the meeting in a proper and orderly manner.

(c) Every question, matter or resolution shall be decided by a simple majority of votes of the members present.

(d) Every member present shall be entitled to one vote, and in the case of an equality of votes the Chairperson shall have a second casting vote.

(e) However, no member shall be entitled to vote at any general meeting if the member's annual subscription is more than two months in arrears at the date of the meeting.

(f) 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.

(g) The Chairperson shall appoint two members to conduct the secret ballot in such manner as the chairperson shall determine, and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.

(h) 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.

(i) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the appointer or of the appointer's attorney duly authorised in writing or, if the appointer 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.

(k) The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot.

(l) Where it is desired to afford members an 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. (Unless otherwise instructed, the proxy may vote as the proxy thinks fit).

ASSOCIATION: .....

I ..... of .....

being a member of the above mentioned Association, hereby appoint ..... of ..... as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the ..... day of 20 .....and at any adjournment thereof.

Signed this .....day of 20 .....

Signature .....

This form is to be used (in favour of/ against) the resolution.

(m) 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,

(n) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection.

For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairperson of that meeting or the chairperson of the next succeeding Management Committee meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting

However, the minutes of any annual general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual general meeting.

**RULE TWENTY-FIVE — BYLAWS**

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 must be set aside by a general meeting of members.

#### **RULE TWENTY-SIX — ALTERATION OF RULES**

Subject to the provisions of the ASSOCIATIONS INCORPORATION ACT 1981, these rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting.

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

#### **RULE TWENTY-SEVEN — COMMON SEAL**

The Management Committee shall provide for common seal and its safe custody.

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.

#### **RULE TWENTY-EIGHT — FUNDS AND ACCOUNTS**

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

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.

All moneys shall be deposited as soon as practicable after receipt thereof.

All cheque withdrawals shall be signed by any two of the Treasurer or Secretary/Treasurer and Commodore or Vice-Commodore, or other member authorised from time to time by the Management Committee. Cheques shall be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recoupment which may be open.

The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.

All expenditure shall be approved or ratified at a Management Committee meeting.

As soon as practicable after the end of each financial year, the Treasurer shall cause to be prepared a statement containing the 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.

If the Association is incorporated within three months of the end of the Association's financial year, Rule Twenty, sections (a) to (c) inclusive, does not apply for the financial year the Association is incorporated.

The auditor if required, by any State Act of Parliament, or Regulation, must examine the statement prepared under Rule Twenty, sections (a) to (c) inclusive, 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.

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

### **RULE TWENTY-NINE — DOCUMENTS**

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

### **RULE THIRTY — FINANCIAL YEAR**

The financial year of the Association shall close on 30 November in each year.

### **RULE THIRTY-ONE — DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

This section applies if the Association is wound-up under part 7 of the Act and there are surplus assets.

The surplus assets must not be distributed among the members but must be given to another entity:

- (a) That has objects similar to the Association's objects, and
- (b) The rules of which prohibit the distribution of the entity's income and assets to its members.

In this section - "surplus assets" has the meaning given by section 47(3) of the Act.

### **RULE THIRTY-TWO — DEFINITIONS**

In accordance with Section 61(3) of the Associations Incorporation Act 1981 - The Management Committee must have at least three (3) members of whom:

- (a) One holds the office of the President.
- (b) The Commodore is the President as per the Act.
- (c) The Vice-Commodore is the Vice-President.
- (d) Secretary
- (e) Treasurer
- (f) Rear Commodore