

RULES OF THE CHERMSIDE & DISTRICTS HISTORICAL SOCIETY

NAME

1. The name of the incorporated association shall be "CHERMSIDE & DISTRICTS HISTORICAL SOCIETY INC."

OBJECTS

2. The objects for which the Society is established are
 - 2.1 To collect, preserve, publish, display, study, buy, sell, exchange or otherwise handle as appropriate materials of all kinds and information relevant to the history of Chermshire and the surrounding districts;
 - 2.2 To promote community understanding of the importance of recording and maintaining historical records of Chermshire and the surrounding districts;
 - 2.3 To provide a local resources centre for the public to obtain historical information of Chermshire and the surrounding districts;
 - 2.4 Subject to all necessary approvals being obtained, to raise funds by public subscription or otherwise for all or any of the above objects;
 - 2.5 To co-operate with other community groups, schools, libraries and individuals in relation to all and any of the foregoing activities.

POWERS

- 3.1 The Society has, in the exercise of its affairs, all the powers of an individual.
- 3.2 The Society may, for example -
 - 3.2.1 enter into contracts;
 - 3.2.2 acquire, hold, deal with and dispose of property;
 - 3.2.3 make charges for services and facilities it supplies;
 - 3.2.4 do other things necessary or convenient to be done in carrying out its affairs;
 - 3.2.5 enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society;
 - 3.2.6 appoint, employ, remove or suspend such managers, clerks, secretaries, employees, and other persons as may be necessary or convenient for the purposes of the Society;
 - 3.2.7 take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Society;
 - 3.2.8 take such steps to raise funds for the Society as may be deemed expedient; and
 - 3.2.9 publish, in any media, information that the Society may think desirable for the promotion of its objects.

CLASSES OF MEMBERSHIP

- 4.1 The membership of the Society shall consist of ordinary members, and any of the following classes of members:
 - 4.1.1 Corporate (profit and non-profit), each of whom shall be entitled to nominate one voting representative;
 - 4.1.2 Concessional, who shall be persons not in receipt of wages or salaries, excluding self-employed persons;
 - 4.1.3 Family, which shall comprise up to two adults with voting rights and any of their children who shall have no voting rights;
 - 4.1.4 Honorary life, who shall be appointed by the Society upon the recommendation of the management committee.
 - 4.1.5 Such other classes of membership as the Society may from time to time determine.
- 4.2 The number of members of each class shall be unlimited.

- 5.1 Every person who at the date of incorporation of the Society was a member of the unincorporated Society and who on or before a date fixed by the management committee for the purpose agrees in writing to become a member of the Society shall be admitted by the management committee to the same class of membership of the Society as that member held in the unincorporated Society.
- 5.2 Every member of the Society who previously to agreeing to becoming a member of the Society has paid the member's subscription on or before the date fixed by the management committee for the purpose, as a member of the unincorporated Society, shall not be liable to pay any further sum by way of annual subscription to the Society for the period before the date fixed by the management committee as the date the next annual subscription becomes due.
- 5.3 Every applicant for any class of membership of the association (other than the members of the unincorporated Society referred to in 5.1) shall be proposed by a member of the Society and seconded by another member.
- 5.4 The application for membership shall be made in writing, signed by the applicant and the applicant's proposer and seconder and shall be in such form as the management committee from time to time prescribes.

MEMBERSHIP FEES

- 6.1 The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.
- 6.2 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.
- 6.3 A financial member at any material time is a member who is not then indebted to the Society in respect of annual subscription or levy or other payment whatsoever.
- 6.4 Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to vote upon any motion at any general meeting of the Society.

ADMISSION AND REJECTION OF MEMBERS

- 7.1 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.
- 7.2 Any applicant who receives a 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 member of the class of membership applied for.
- 7.3 Upon the acceptance or rejection of any application for any class membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.

TERMINATION OF MEMBERSHIP

- 8.1 A member may resign from the Society at any time by giving notice in writing to the secretary.
- 8.2 Such 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.
- 8.3 If a member -
 - 8.3.1 is convicted of an indictable offence;
 - 8.3.2 fails to comply with any of the provisions of these rules;
 - 8.3.3 has membership fees in arrears for a period of 2 months or more; or
 - 8.3.4 conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Society, the management committee shall consider whether the member's membership shall be terminated.
- 8.4 The member concerned shall be given a full and fair opportunity of presenting the member's case and if the management committee resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- 9.1 A person whose application for membership has been rejected or whose membership has been terminated may within 1 month 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.
- 9.2 Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within 3 months of the date of receipt by the secretary of such notice, a general meeting to determine the appeal.
- 9.3 At any such meeting 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 the membership subsequently shall likewise have the opportunity of presenting its or their case.
- 9.4 The appeal shall be determined by the vote of the members present at such meeting.
- 9.5 Where a person whose application is rejected, 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.

REGISTER OF MEMBERS

- 10.1 The management committee shall cause a register to be kept in which shall be entered the names and residential addresses of all persons admitted to membership of the Society and dates of their admission.
- 10.2 Particulars shall also be entered into the register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the management committee or the members of any general meeting may require from time to time.
- 10.3 The register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

MEMBERSHIP OF MANAGEMENT COMMITTEE

- 11.1 The management committee of the Society shall consist of a president, vice-president, secretary, treasurer, and media officer, all of whom shall be members of the Society, and such number of other members as the members of the Society at any general meeting may from time to time elect or appoint.
- 11.2 At the annual general meeting of the Society, all the members of the management committee for the time being shall retire from office but shall be eligible upon nomination for re-election.
- 11.3 A person who has held the position of president, vice-president, secretary, treasurer, and media officer, shall not be eligible upon nomination for re-election to that position if they held that position for five (5) consecutive years immediately preceding such nomination. Nothing in this rule shall render a person ineligible, upon nomination, for re-election to a position on the management committee other than the position that person has held for five (5) consecutive years immediately preceding such nomination.
- 11.4 The election of officers and other members of the management committee shall take place in the following manner -
 - 11.4.1 any 2 members of the Society shall be at liberty to nominate any other member to serve as an officer or other member of the management committee;
 - 11.4.2 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;
 - 11.4.3 a list of the candidates' names in order as drawn by lot, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual meeting place of the Society for at least 7 days prior immediately preceding the annual general meeting;

- 11.4.4 ballot papers shall be prepared (if necessary) containing the names of the candidates in order as drawn by lot, 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;
- 11.4.5 should, at the commencement of such meeting, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

RESIGNATION OR REMOVAL FROM OFFICE OF MEMBER OF MANAGEMENT COMMITTEE

- 12.1 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 and such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date or such member may be removed from office at a general meeting of the Society where that member shall be given the opportunity to fully present the member's case.
- 12.2 The question of removal shall be determined by the vote of the members present at such a general meeting.

VACANCIES ON MANAGEMENT COMMITTEE

- 13.1 The management committee shall have power at any time to appoint any member of the Society to fill any casual vacancy on the management committee until the next annual general meeting.
- 13.2 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 Society, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

- 14.1 Except as otherwise provided by these rules and subject to resolutions of the members of the Society carries at any general meeting the management committee -
- 14.1.1 shall have the general control and management of the administration of the affairs, property and funds of the Society; and
- 14.1.2 shall have authority to interpret the meaning of these rules and any matter relating to the Society on which these rules are silent.
- 14.2 The management committee may exercise all the powers of the Society -
- 14.2.1 to borrow or raise or secure the payment of money in such manner as the members of the Society 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 Society in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Society's property, both present and future, and to purchase, redeem or pay off any such securities;
- 14.2.2 to borrow money from members at a rate of interest not exceeding interest at the rate from the time being charged by the primary financial institution of the Society for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or change its property or any part thereof and to issues debentures and other securities, whether outright or as security for any debt, liability or obligation of the Society, and to provide and pay off any such securities; and
- 14.2.3 to invest in such manner as the members of the Society may from time to time determine.

DUTY STATEMENTS

- 15.1 The president shall -
- 15.1.1 chair meetings as required by these rules;

- 15.1.2 speak publicly on behalf of the Society;
- 15.1.3 oversee the preparation of the management committee's report (see section 23.1); and
- 15.1.4 carry out any duties set out by these rules, a general meeting or the management committee.
- 15.2 The vice-president shall -
 - 15.2.1 chair meetings in the absence of the president as required by these rules;
 - 15.2.2 act on behalf of the president, should the president be unable to carry out the duties outlined in section 15.1;
 - 15.2.3 submit a report to the president for inclusion in the management committee's report (see section 23.1); and
 - 15.2.4 carry out any duties set out by these rules, a general meeting or the management committee.
- 15.3 The secretary shall -
 - 15.3.1 receive all communications and conduct all correspondence of the Society;
 - 15.3.2 liaise with the treasurer in relation to the financial management of the Society;
 - 15.3.3 have custody of the Society's administrative records, documents and common seal;
 - 15.3.4 submit a report to the president for inclusion in the management committee's report (see section 23.1);
 - 15.3.5 maintain the Society's register and an up-to-date membership mailing list; and
 - 15.3.6 carry out any duties set out by these rules, a general meeting or the management committee.
- 15.4 The treasurer shall -
 - 15.4.1 receive all monies due to the Society, giving a receipt therefore;
 - 15.4.2 oversee the carrying out of section 31 of these rules;
 - 15.4.3 liaise with the secretary in relation to the financial management of the Society;
 - 15.4.4 see that the books for the Society are audited;
 - 15.4.5 operate the Society's financial account(s), as set out in these rules;
 - 15.4.6 submit a report to the president for inclusion in the management committee's report (see page 23.1); and
 - 15.4.7 carry out any duties set out by these rules, a general meeting or the management committee.
- 15.5 The media officer shall -
 - 15.5.1 in consultation with the president and/or management committee prepare and distribute publicity and promotional material in furtherance of the Society's objects;
 - 15.5.2 report to the management committee on the Society's publications;
 - 15.5.3 submit a report to the president for inclusion in the management committee's report (see section 23.1), and
 - 15.5.4 carry out any duties set out by these rules, a general meeting or the management committee.

MEETINGS OF MANAGEMENT COMMITTEE

- 16.1 The management committee shall meet at least once each quarter to exercise its functions.
- 16.2 The management committee must decide how a meeting is to be called.
- 16.3 Notice of a meeting is to be given in the way decided by the management committee.
- 16.4 A special meeting of the management committee shall be convened by the secretary on the 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 is being convened and the nature of the business to be transacted thereat.
- 16.5 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.
- 16.6 Subject as previously provided in this section, the management committee may meet together and regulate its proceedings as it thinks fit.
- 16.7 However, questions arising at any meeting of the management committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.

- 16.8 A member of the management committee shall not vote in respect of any contract or proposed contract with the Society in which the member is interested, or any matter arising thereat, and if the member does so vote the member's vote shall not be counted.
- 16.9 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.
- 16.10 Such notice shall clearly state the nature of the business to be discussed thereat.
- 16.11 The president shall preside as chairperson at every meeting of the management committee, or if there is no president, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not present at the meeting then the members may choose 1 of their number to be chairperson of the meeting.
- 16.12 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.
- 16.13 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 from the time appointed for the meeting, the meeting shall lapse.

DELEGATION OF POWERS OF MANAGEMENT COMMITTEE

- 17.1 The management committee may delegate any of its powers to a subcommittee consisting of such members of the Society as the management committee thinks fit.
- 17.2 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.
- 17.3 A subcommittee may meet and adjourn as it thinks proper.
- 17.4 Questions arising at any meeting shall be determined by a 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.

ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS

18. 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 committees 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 has been duly appointed and was qualified to be a member of the management committee.

RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- 19.1 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.
- 19.2 Any such resolution may consist of several documents in like form, each signed by 1 or more members of the management committee.

FIRST GENERAL MEETING

- 20.1 The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the Society is incorporated.
- 20.2 The management committee must decide where the meeting is to be held.
- 20.3 The business to be transacted at the first general meeting must include the appointment of an auditor.

FIRST ANNUAL GENERAL MEETING

21. The first annual general meeting must be held within 18 months after the day the Society is incorporated.

SUBSEQUENT ANNUAL GENERAL MEETINGS

22. Each subsequent annual general meeting must be held -
 - 22.1 at least once each year; and
 - 22.2 within 3 months after the end of the Society's previous financial year.

BUSINESS TO BE TRANSACTED AT ANNUAL GENERAL MEETING

23. The following business must be transacted at every annual general meeting -
 - 23.1 the receiving of the management committee's report;
 - 23.2 the receiving of the statement of income and expenditure, assets and liabilities and of mortgages, charges and securities affecting the property of the Society for the last financial year;
 - 23.3 the receiving of the auditor's report on the financial affairs of the Society for the last financial year;
 - 23.4 the presenting of the audited statement to the meeting for adoption;
 - 23.5 the election of members of the management committee; and
 - 23.6 the appointment of an auditor.

SPECIAL GENERAL MEETING

- 24.1 The secretary shall convene a special general meeting by sending out notice of the meeting within 14 days of -
 - 24.1.1 being directed to do so by the management committee;
 - 24.1.2 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 numbers of members presently on the management committee plus one;
 - 24.1.3 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.
- 24.2 A requisition mentioned in section 24.1.2 shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

QUORUM AT GENERAL MEETING

- 25.1 At an general meeting the number of members required to constitute a quorum shall be double the number of members presently on the management committee plus one.
- 25.2 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.
- 25.3 For the purpose this rule - "member" includes a person attending as a proxy or as representing a corporation which is a member.
- 25.4 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 Society, shall lapse.
- 25.5 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 from the time appointed for the meeting, the members present shall be a quorum.
- 25.6 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 the 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.

- 25.7 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.
- 25.8 Save as aforesaid it shall not be necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

NOTICE OF GENERAL MEETING

- 26.1 The secretary shall convene all general meetings of the Society by giving not less than 14 days notice of any such meeting to the members of the Society.
- 26.2 The manner by which such notice shall be given shall be determined by the management committee.
- 26.3 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.
- 26.4 Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.

PROCEDURE AT GENERAL MEETING

- 27.1 Unless otherwise provided by these rules, at every general meeting -
- 27.1.1 the president shall preside as chairperson at every meeting of the management committee, or if there is no president, or if at any meeting the president is not present within 10 minutes after the time appointed for holding the meeting, the vice-president shall be chairperson or if the vice-president is not present at the meeting then the members may choose 1 of their number to be chairperson of the meeting;
- 27.1.2 the chairperson shall maintain order and conduct the meeting in a proper and orderly manner;
- 27.1.3 every question, matter or resolution shall be decided by a majority of votes of the members present;
- 27.1.4 every member present shall be entitled to one vote and in the case of an equality of votes the chairperson shall have a second or casting vote;
- 27.1.5 however, no member shall be entitled to vote at any general meeting if the member's annual subscription is in arrears at the date of the meeting;
- 27.1.6 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;
- 27.1.7 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;
- 27.1.8 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 authorized representative shall have one vote;
- 27.1.9 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 authorized in writing or if the appointer is a corporation either under seal or under the hand of an officer of attorney duly authorized;
- 27.1.10 a proxy may but need not be a member of the association;
- 27.1.11 the instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
- 27.1.12 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 -

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CHERMSIDE & DISTRICTS HISTORICAL SOCIETY

I, _____ of _____, being a member of the abovementioned associations hereby appoint _____ of _____, or failing the member _____ 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 _____, _____, and at any adjournment thereof.

Signed this _____ day of _____

Signature

This form to be used *in favour of the resolution
*against

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

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- 27.1.13 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; and
 - 27.1.14 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.
 - 27.2 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.
 - 27.3 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.
 - 27.4 However, the minutes of any general meeting shall be signed by the chairperson of that meeting or the chairperson of the next succeeding general meeting or annual general meeting.

BY-LAWS

- 28. 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 Society and any by-laws may be set aside by a general meeting of members.

ALTERATION OF RULES

- 29.1 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.
- 29.2 However an amendment, rescission or addition is valid only if it is registered by the chief executive.

COMMON SEAL

- 30.1 The management committee shall provide for a common seal and for its safe custody.

- 30.2 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

- 31.1 The fund of the Society must be kept in the name of the Society in a financial institution decided by the management committee.
- 31.2 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 Society and the particulars usually shown in books of a like nature.
- 31.3 All moneys shall be deposited as soon as practicable after receipt thereof.
- 31.4 Except for payments from petty cash, payments shall be made by cheque signed by any two of the president, secretary, treasurer or other member authorized from time to time by the management committee.
- 31.5 Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recouplements which may be open.
- 31.6 The management committee shall determine the amount of petty cash which shall be kept on the imprest system. The maximum amount of any single payment from petty cash shall be \$100.
- 31.7 All expenditure shall be approved or ratified at a management committee meeting.
- 31.8 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing the particulars of -
- 31.8.1 the income and expenditure for the financial year just ended; and
- 31.8.2 the assets and liabilities and of all mortgages, charges and securities affecting the property of the Society at the close of that year.
- 31.9 If the Society is incorporated within 3 months of the end of the Society's financial year, section 31.8 does not apply for the financial year the Society is incorporated.
- 31.10 The auditor must examine the statement prepared under section 31.8 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.
- 31.11 The income and property of the Society must be used solely in promoting the Society's objects and exercising the Society's powers.

DOCUMENTS

32. The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the Society.

FINANCIAL YEAR

33. The financial year of the Society shall close on 30 June in each year.

DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- 34.1 This section applies if the association is wound-up under part 10 of the Act and there are surplus assets.
- 34.2 The surplus assets must not be distributed among the members but must be given to another entity -
- 34.2.1 that has objects similar to the Society's; and
- 34.2.2 the rules which prohibit the distribution of the entity's income and assets to its members.
- 34.3 In this section - "surplus assets" has the meaning given by section 92(3) of the Act.