

## CONSTITUTION

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## **THE GOLD COAST WRITERS' ASSOCIATION**

### **A. BACKGROUND AND PURPOSE**

#### **PRE-AMBLE**

The Gold Coast Writers' Association (GCWA) was first established by the founders, Ray and Mary MacLaren in 1990, when it was called 'Writers At The Fair', for the general involvement of persons interested in the promotion and dissemination of knowledge, pertaining to the craft of writing.

#### **PURPOSE**

Over the years (GCWA) has provided a centre of information, instruction and advice on all matters in the craft of writing. The Association has supported many segments of the community with workshops and seminars, including creative writing programs. Monthly meetings are held to encourage and support writers, when members' publication and competition successes are recognised. Attendees, both published and unpublished enjoy the opportunity to meet other writers, hear motivational speakers and encourage new-comers to the craft.

GCWA taps into a wealth of information on matters from writing for pleasure, technique, publishing and marketing. Speakers from the industry address our monthly meetings covering these subjects.

Workshops and events are held regularly throughout the year and members share their ideas at informal support group sessions covering most genres. The bi-monthly 'Writeabout' magazine includes contributions from members and marketing opportunities.

A national Writing Competition attracts entries from writers of all ages throughout Australia. Winners receive cash entries and an Anthology of winning entries is produced for sale each year.

### **B. DEFINITIONS**

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

## **CONSTITUTION**

### **1. NAME**

The name of the incorporated association is The Gold Coast Writers' Association Inc.

### **2. OBJECTIVES**

The objectives of the Association are to:-

- (1) bring together persons interested in the promotion and sharing of knowledge about the craft of writing;
- (2) foster the gaining by members of the Association and achievements within their chosen field of writing;
- (3) provide for its members, the privileges, benefits and conveniences which flow from the involvement with others, having a common interest; and,
- (4) evaluate the effect of any laws, policies, new proposals or amendments to existing laws, policies or proposals relative to the pursuit of writing in the interest of members. Where these topics involve the management of the Association, or any of these concern the advancement of members of the Association, resolution shall be achieved by the members at a General Meeting.

### **3. POWERS AND GOVERNANCE**

- (1) The Association has the powers of an individual and 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.

(2) The Association is governed by:-

- (a) this constitution and the rules therein;
- (b) a properly elected Executive Committee ('the Committee') of members; and,
- (c) the laws of the Commonwealth of Australia and Queensland.

#### **4. CLASSES OF MEMBERS**

(1) The membership of the Association shall consist of:-

- (a) an unlimited number of ordinary members; (any person approved by the Committee as a member of the Association with full voting rights and are eligible to hold office.)
- (b) a limited number of life members (persons who have been deemed to have added to the Association and are approved by the Committee. They have the same rights as ordinary members but do not pay fees) and,
- (c) a limited number of youth members. (Youth members have no voting rights and are not eligible to hold office.)

#### **5. MEMBERSHIP**

(1) Candidates for membership can be nominated by any member of the Association ("the proposer") and seconded by another member ("the seconder") or by direct application. Any person:-

- (a) under the age of eighteen is eligible for youth membership;
  - (b) over the age of eighteen is eligible for ordinary and life membership.
- (2) Applications or nominations shall be submitted to the Committee for consideration. Acceptance is at the Committee's discretion.
- (3) Any member may resign from membership by giving notice in writing to the Secretary of the Association.
- (4) A member may be removed from office at a General Meeting where that member is given an opportunity to present their case to the Committee. The question of removal shall be determined by vote of the members present at such a General Meeting.
- (5) An application for membership must be:-
- (a) in writing on an Association Membership Form; and,
  - (b) signed by the applicant (if under eighteen, parent's consent signature must accompany); and the applicant's proposer.

## **6. MEMBERSHIP FEES**

- (1) Joining Fees
- (a) Each member over eighteen shall pay a Joining Fee listed in the Fee Schedule on being accepted as a member. The membership fee includes supply of a badge and a bi-monthly club magazine.
  - (b) The amount of Joining Fee may be altered by the Committee as needed.
- (2) Annual Fees

- (a) The Annual Fee for all members over eighteen is listed in the Fee Schedule and is due from the first day of July each year. Members may be entitled to a deduction decided by the Committee as needed (e.g. as an inducement to pay early).
- (b) A person joining before the month of June pays a pro-rata annual subscription to the months remaining in the year till June or \$10 whatever is the greater.
- (c) The Annual Fee for youth members is listed in the Fee Schedule per year for their age (i.e. 10 years of age would pay 10 times that amount listed in the Fee Schedule) and is due from the first day of July each year.
- (d) No person is a member until:-
  - (i) they have been accepted by the Committee;  
and,
  - (ii) their name is entered onto a register; and,
  - (iii) all joining and annual subscriptions are paid in full.
- (e) Members whose subscriptions remain unpaid for three months after June, shall, if the Committee determines, cease to be members.

## **7. Entry Fees**

- (1) Attendance of members at the Association's Monthly Meeting attracts an entry fee, the figure to be determined by the Executive Committee.
- (2) Non-members may attend and pay a higher amount of entry fee than members, as determined by the Executive Committee.
- (3) Committee Members and any persons performing catering duties are exempt from entry fees.

## **8. ADMISSION AND REJECTION OF MEMBERS**

- (1) The Executive Committee must consider an application for membership at the next meeting held after it receives the:-
  - (a) application; and,
  - (b) appropriate membership fee for the application.
- (2) The Executive Committee must decide at the meeting whether to accept or reject the application.
- (3) If the Executive Committee members vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.
- (4) The secretary of the Association must, as soon as practicable after the Executive Committee decides to accept or reject an application, give the applicant a written notice of the decision.

## **9. WHEN MEMBERSHIP ENDS**

- (1) A member may resign from the Association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect on:-
  - (a) the day and at the time the notice is received by the secretary; or
  - (b) if a later day is stated in the notice, the later day.
- (3) The Executive Committee may terminate a member's membership if the member:-
  - (a) is convicted of an indictable offence; or
  - (b) does not comply with any of the provisions of these rules; or
  - (c) has membership fees in arrears for at least 2 months; or

- (d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Association.
- (4) Before the Executive Committee terminates a member's membership, it must give the member a full and fair opportunity to show why the membership should not be terminated.
- (5) If, after considering all representations made by the member, the Executive Committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

#### **10. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (2) A notice of intention to appeal must be given to the secretary within one month after the person receives written notice of the decision.
- (3) If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after the day of receipt, call a general meeting to decide the appeal.
- (4) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (5) Also, the Executive Committee and the committee members who rejected the application or terminated the membership must be given an opportunity to show why the application should be rejected or the membership should be terminated.



- (6) An appeal must be decided by a vote of the members present at the meeting.
- (7) If a person whose application has been rejected does not appeal against the decision within one month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the application fee paid by the person.

## **11. REGISTER OF MEMBERS**

- (1) The Executive Committee must keep a register of members.
- (2) The register of members must include the following particulars for each member:-
  - (a) the full name and residential address of the member;
  - (b) the date of admission as a member;
  - (c) the date of death or resignation of the member;
  - (d) details about the termination or reinstatement of membership;
  - (e) any other particulars the management committee or the members at a general meeting decide.
- (3) The register must be open for inspection by members at all reasonable times.
- (4) However, before the member may inspect the register, the member must apply to the secretary to inspect it.

## **12. SECRETARY**

- (1) If a vacancy happens in the office of secretary, the members of the Executive Committee must ensure a secretary is appointed or elected, for the Association within one month after the vacancy happens.

- (2) The secretary must be an individual residing in Queensland, or in another State, but not more than 65 km from the Queensland border, who is a member of the Association elected by the Association as Secretary.
- (2) The Executive Committee may appoint and remove the Association's secretary at any time.

### **13. MEMBERSHIP OF EXECUTIVE COMMITTEE**

- (1) The Executive Committee of the Association consists of a president, vice-president, treasurer, and any other members the Association members elect or appoint at a general meeting.
- (2) A member of the Executive Committee, other than the secretary, must be a member of the Association.
- (3) At each Annual General Meeting of the Association, the members of the Executive Committee must retire from office, but are eligible, on nomination, for re-election.
- (4) After two years in office, a President must step down but is eligible for other posts on the Committee.

### **13. ELECTING THE MANAGEMENT COMMITTEE**

- (1) A member of the Executive Committee may only be elected as follows-
  - (a) any two members of the Association may nominate another member ("the candidate") to serve as a member of the management committee;
  - (b) the nomination must be-
    - (i) in writing; and,

- (ii) signed by the candidate and the members who nominated him or her; and,
    - (iii) given to the secretary at the annual general meeting at which the election is to be held.
  - (c) each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies;
  - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Association for at least 7 days immediately preceding the annual general meeting.
- (3) If required by the Executive Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

#### **14. RESIGNATION OR REMOVAL FROM OFFICE OF EXECUTIVE COMMITTEE MEMBER**

- (1) AN Executive Committee member may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect on:-
  - (a) the day and at the time the notice is received by the secretary; or
  - (b) if a later day is stated in the notice - the later day.

- (3) A member may be removed from office at a general meeting of the Association if a majority of the members present at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this section.

## **15. VACANCIES ON EXECUTIVE COMMITTEE**

- (1) If a casual vacancy happens on the Executive Committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the Executive Committee may act despite a casual vacancy on the Executive Committee.
- (3) However, if the number of committee members is less than the number fixed under these rules as a quorum of the Executive Committee, the continuing members may act only to-
  - (a) increase the number of Executive Committee members to the number required for a quorum; or
  - (c) call a general meeting of the Association.

## **16. FUNCTIONS OF MANAGEMENT COMMITTEE**

- (1) Subject to these rules or a resolution of the Association members carried at a general meeting, the Executive Committee -
  - (a) has the general control and management of the administration of the affairs, property and funds of the Association; and,

- (b) has authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.
- (2) The management committee may exercise the powers of the Association -
- (a) to borrow, raise or secure the payment of amounts in a way the Association members decide; and
  - (d) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Association in any way, and
  - (d) to invest in a way the members of the Association may from time to time decide.

## **17. MEETINGS OF MANAGEMENT COMMITTEE**

- (1) Subject to subsections (2) to (16), the Executive Committee may meet and conduct its proceedings as it considers appropriate.
- (2) The Executive Committee must meet at least once every four months to exercise its functions.
- (3) The committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the committee.
- (5) If the secretary receives a written request signed by at least 33% of the Executive Committee members, the secretary must call a special meeting of the committee.
- (6) A request for a special meeting must state:-
  - (a) why the special meeting is being called; and

- (b) the business to be conducted at the meeting.
- (7) At a Executive Committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
  - (8) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
  - (9) A Executive Committee member must not vote on a question about a contract or proposed contract with the Association if the member has an interest in the contract or proposed contract, and if the member does vote the member's vote must not be counted.
  - (10) The secretary must give each Executive Committee member at least 14 days notice of a special meeting of the committee.
  - (11) A notice of a special meeting must state-
    - (a) the day, time and place of the meeting; and
    - (b) the business to be conducted at the meeting.
  - (12) The president or, if there is no president, or if the president is not present within 10 minutes after the time fixed for a management committee meeting, the vice-president is to preside as chairperson at the meeting.
  - (13) If the president and the vice-president are absent from a Executive Committee meeting, the members may choose one of their number to preside as chairperson at the meeting.
  - (14) If a quorum is not present within 30 minutes after the time fixed for a Executive Committee meeting called on the request of committee members, the meeting lapses.

- (15) If a quorum is not present within 30 minutes after the time fixed for a Executive Committee meeting called other than on the request of committee members, the meeting is to be adjourned to-
- (a) the same day, time and place in the next week; or
  - (b) a day, time and place decided by the committee.
- (16) If, at the adjourned meeting mentioned in subsection (15), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

## **18. DELEGATION OF EXECUTIVE COMMITTEE POWERS**

- (1) The Executive Committee may delegate the whole or part of its powers to a subcommittee consisting of the Association members considered appropriate by the committee.
- (2) A Sub-committee may only exercise delegated powers in the way the management committee decides.
- (3) A Sub-committee may elect a chairperson of its meetings.
- (4) If a chairperson is not elected, or if the chairperson is not present within 10 minutes after the time fixed for a meeting, the members present may choose 1 of their number to be chairperson of the meeting.
- (5) A Sub-committee may meet and adjourn ,as it considers appropriate.
- (6) A question arising at a Sub-committee meeting is to be decided by a majority vote of the members present at the meeting and, if the votes are equal, the question is decided in the negative.

## **19. ACTS NOT AFFECTED BY DEFECTS OR DISQUALIFICATIONS**

- (1) An act performed by the Executive Committee, a Sub-committee or a person acting as a member of the Executive Committee, is taken to have been validly performed.
- (2) Subsection (1) applies even if the act was performed when-
  - (a) there was a defect in the appointment of a member of the Executive Committee, Sub-committee or person acting as a member of the Executive Committee; or
  - (b) a Executive Committee member, Sub-committee member or person acting as a member of the Executive Committee was disqualified from being a member.

## **20. RESOLUTIONS OF EXECUTIVE COMMITTEE WITHOUT MEETING**

- (1) A written resolution signed by each member of the Executive Committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by 1 or more members of the committee.

## **21. ANNUAL GENERAL MEETINGS**

Each subsequent annual general meeting must be held -

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

## **22. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING**



The following business must be conducted at each annual general meeting -

- (a) receiving the statement of income and expenditure, assets, liabilities affecting the property of the Association for the last financial year;
- (b) receiving the auditor's report on the financial affairs of the Association for the last financial year;
- (c) presenting the audited statement to the meeting for adoption;
- (d) electing members of the Executive Committee;
- (e) appointing an auditor.

### **23. SPECIAL GENERAL MEETING**

- (1) The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after-
  - (a) being directed to call the meeting by the management committee; or
  - (b) being given a written request signed by-
    - (i) at least 33% of the members of the Association presently on the management committee; or
    - (ii) at least the number of ordinary members of the Association equal to double the number of members of the Association presently on the Executive Committee plus 1; or
  - (c) being given a written notice of an intention to appeal against the decision of the Executive Committee-
    - (i) to reject an application for membership; or

(ii) to terminate a person's membership.

(2) A request mentioned in subsection (1) (b) must state-

(a) why the special general meeting is being called; and

(b) the business to be conducted at the meeting.

#### **24. NOTICE OF GENERAL MEETING**

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

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

(3) The Executive Committee may decide the way in which the notice must be given.

(4) However, notice of the following meetings must be given in writing-

(a) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the Executive Committee; or

(b) a meeting called to hear and decide a proposed special resolution of the Association.

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

#### **25. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING**

(1) Subject to subsection (5), at a general meeting the number of members equal to double the number of members of the Association presently on the Executive Committee plus 1, form a quorum.

- (2) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- (3) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the Executive Committee or the Association, the meeting lapses.
- (4) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Executive Committee or the Association, the meeting is to be adjourned to-
  - (a) the same day, time and place in the next week; or
  - (b) a day, time and place decided by the Executive Committee.
- (5) If at an adjourned meeting, a quorum under subsection (1) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- (6) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.
- (7) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (8) The secretary is not required to give the members notice of an adjournment or of the business to be conducted at an adjourned meeting unless a meeting is adjourned for at least 30 days.
- (9) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (10) In this rule "**member**" includes a person attending as a proxy.

**26. PROCEDURE AT GENERAL MEETING**

- (1) Subject to these rules, at each general meeting -
  - (a) the president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson; and
  - (b) if the vice-president is absent or unwilling to act as chairperson, the members present must elect one of their number to be chairperson of the meeting; and
  - (c) the chairperson must conduct the meeting in a proper and orderly way; and
  - (d) each question, matter or resolution must be decided by a majority of votes of the members present; and
  - (e) each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
  - (f) a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
  - (g) voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot; and
  - (h) if a secret ballot is held, the chairperson must appoint 2 members to conduct the secret ballot in the way the chairperson decides; and
  - (i) the result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held; and

- (j) a member may vote in person or by proxy or by attorney and-
  - (i) on a show of hands, each person present who is a member or a representative of a member has 1 vote; and
  - (ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has 1 vote; and
- (k) an instrument appointing a proxy must be in writing; and:-
  - (i) if the appointor is an individual - signed by the appointor or the appointor's attorney properly authorised in writing; or
  - (ii) if the appointor is a corporation - either under seal or signed by a properly authorised officer or attorney of the corporation; and
- (l) a proxy may be a member of the Association or another person; and
- (m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
- (n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form:-

GOLD COAST WRITERS' ASSOCIATION INC

I, \_\_\_\_\_ of \_\_\_\_\_, being a member of the  
above

Association, appoint

of

as my proxy to vote for me on my behalf at the (annual)  
general meeting of the Gold Coast Writers' Association Inc, to  
be held on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ ,

and at any adjournment of the meeting.

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ .

Signature.

\* in favour of

This form is to be used \_\_\_\_\_ the resolution.

\*against

\*Strike out whichever is not wanted. (Unless otherwise  
instructed, the proxy may vote as the proxy considers  
appropriate.); and

- (o) each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
  - (p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Executive Committee meeting and general meeting are entered in a minute book; and
  - (q) the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
- (2) To ensure the accuracy of the minutes recorded under subsection (1) (p):-
- (a) the minutes of each Executive Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Executive Committee meeting, verifying their accuracy; and
  - (b) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, and stamped with the Association Seal verifying their accuracy; and
  - (c) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Association that is a general meeting or annual general meeting, and stamped with the Association Seal verifying their accuracy.

## **27. BY-LAWS**

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

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

## **28. ALTERATION OF RULES**

- (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

## **29. COMMON SEAL**

- (1) The Executive Committee must ensure the Association has a common seal.
- (2) The common seal must be-
  - (a) kept securely by the Executive Committee; and
  - (b) used only under the authority of the Executive Committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the Executive Committee and countersigned by-
  - (a) the secretary; or
  - (b) another member of the Executive Committee; or
  - (c) someone appointed by the Executive Committee.



**30. FUNDS AND ACCOUNTS**

- (1) The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the Executive Committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) If an amount of \$100 or more is paid by cheque, the cheque must be signed by any 2 of the following-
  - (a) the president;
  - (b) the secretary;
  - (c) the treasurer;
  - (d) another member authorised by the Executive Committee for the purpose.
- (5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (6) A petty cash account must be kept on the imprest system, and the Executive Committee must decide the amount of petty cash to be kept in the account.
- (7) All expenditure must be approved or ratified at an Executive Committee meeting.
- (8) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -

- (a) the income and expenditure for the financial year just ended;
  - (b) the Association's assets and liabilities at the close of the year;
  - (c) the charges and securities affecting the property of the Association at the close of the year.
- (9) The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (10) The income and property of the Association must be used solely in promoting the Association's objects and exercising the Association's powers.
- (11) Every office bearer or member shall be indemnified by the club, and it is the duty of the Committee members to pay all expenses on behalf of the Association from the Associations funds.

### **31. DOCUMENTS**

The Executive Committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

### **32. FINANCIAL YEAR**

The financial year of the Association closes on 30<sup>th</sup> June in each year.

### **33. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY**

- (1) This section applies if the Association-

- (a) is wound-up under part 10 of the Act; and
  - (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the Association members.
- (3) The surplus assets must be given to another entity -
- (a) having 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.
- (4) In this section "surplus assets" means any monies or equipment.

#### **34. GENERAL RULES**

- (1) The Executive Committee will consist of the President, Vice President, Treasurer, and Secretary.
- (2) The President, or in his/her absence, the Vice President, must preside at every meeting. If either is unable to attend, the members present can choose one of the Executive Committee members to run proceedings, and appoint a Chairperson for that meeting, from one of their numbers.
- (3) The Management Committee will consist of a Sub-Committee and Ancillary Committee whose membership will change from time to time as required by the Association. Members of the Sub-Committee and Ancillary Committee may be asked to attend the Executive Committee meetings to present information or receive advice.
- (4) A Food Handling Policy has been adopted by the management committee and should be read, and abided, by anyone dealing with food and drink at the Association's meetings.
- (5) Any insurances required under the Incorporated Associations Act must be acquired by the Committee on behalf of the Association and its members.

- (6) The Gold Coast Writers' Association may hold various writing competitions throughout the year for which, winners will receive cash prizes. The amounts will be determined by the Executive Committee, who will also set entry fees and the cost of sale of a published Anthology .
- (7) The Executive Committee will arrange fund raising activities throughout the year.

I hereby certify that this is a true and correct copy of the rules adopted by the members of the incorporated Association.

SIGNED:.....  
SECRETARY

DATE:.....