

## 8 BANKING & FINANCE

- 8.1 The treasurer of the Association, or other persons authorised by the committee, on behalf of the Association, is to -
- a) receive all money paid to the Association; and
  - b) immediately after the receipt issue official receipts.
- 8.2 The committee is to cause to be opened with any bank, building society or credit union the committee selects an account, or accounts, in the name of the Association into which all money received is to be paid as soon as possible after receipt.
- 8.3 The committee may -
- a) receive from the Association's financial Institution the cheques drawn by the Association on any of its accounts with the financial institution; and
  - b) release and indemnify the financial institution from and against all claims, actions, suits or demands that may be - brought against the financial institution arising directly or indirectly out of those cheques
- 8.4 Except with the authority of the committee, a payment of any sum exceeding \$20 is not to be made from the funds of the Association otherwise than by cheque or electronic funds transfer drawn on the Association's account.
- 8.5 The committee may provide the treasurer with a sum to meet urgent expenditure, subject to any conditions in relation to the use and expenditure the committee may impose.
- 8.6 Cheques or electronic funds transfers are not to be drawn on the Association's account except for the payment of expenditure that has been authorised by the committee.
- 8.7 All cheques, drafts, bills of exchange, promissory notes, other negotiable instruments or electronic funds transfers are to be signed or otherwise authorised by any two of: the president, vice president, secretary, treasurer and any other nominated committee member.

## 9 AUDITOR

- 9.1 At each annual general meeting of the Association, the members present are to appoint a person as the auditor of the Association.
- 9.2 The auditor is to hold office until the annual general meeting next after that at which he or she is appointed, and is eligible for reappointment.
- 9.3 If an appointment is not made at an annual general meeting, the committee is to appoint an auditor for the current financial year of the Association.
- 9.4 The auditor may only be removed from office by special resolution.
- 9.5 If a casual vacancy occurs in the office of auditor during the course of a financial year of the Association, the committee may appoint a person as the auditor to hold office until the next succeeding annual general meeting.

## 10 AUDIT OF ACCOUNTS

- 10.1 The auditor is to examine the accounts of the Association at least once in each financial year of the Association.
- 10.2 The auditor is to -
- a) certify as to the correctness of the accounts of the Association; and
  - b) report to the members present at the annual general meeting.
- 10.3 In the report and in certifying to the accounts, the auditor is to state if -
- a) he or she has obtained the required information; and
  - b) in his or her opinion, the accounts are properly drawn up so as to exhibit a true and correct view of the financial position of the Association:
    - according to the information at his or her disposal and the explanations given; and
    - as shown by the books of the Association; and
  - c) the rules relating to the administration of the funds of the Association have been observed.
- 10.4 The public officer of the Association is to cause to be delivered to the auditor a list of all the accounts, books and records of the Association.
- 10.5 The auditor may:
- a) have access to the accounts, books, records, vouchers and documents of the Association; and
  - b) require from the servants of the Association any information and explanations he or she considers necessary for the performance of the duties as auditor; and
  - c) employ persons to assist in investigating the accounts of the Association; and
  - d) in relation to the accounts of the Association, examine any member of the committee or any servant of the Association.

## 10A EXEMPTIONS UNDER THE ACT

10A.1 For any financial year that the Association is exempt from the requirement to be audited by virtue of section 24(1B) or (1C) of the Act –

- a) an auditor is not required to be appointed for that financial year under rule 9 unless the Association elects to have the financial affairs of the Association for that financial year audited in accordance with the Act and these rules; and
- b) if an auditor is not appointed for a financial year by virtue of paragraph a) –
  - rules 9 and 10 do not apply in respect of the Association for that financial year; and
  - rule 11(5)(b) , to the extent that it relates to an auditor, does not apply in respect of the annual general meeting held by the Association in respect of that financial year; and
  - (iii) rule 11(5)(d) does not apply in respect of the annual general meeting held by the Association in respect of that financial year.

10A.2 For any financial year that the Association is exempt from the requirement to provide an annual return by virtue of section 24(1B) of the Act, the committee must provide, as part of the ordinary business of the annual general meeting for that financial year, a copy of the annual financial report given under the Australian Charities and Not-for-profits Commission Act 2012 of the Commonwealth in respect of that financial year.

10A.3 Where the Association elects not to have its financial affairs audited in accordance with the Act, it will appoint a suitable member, group of members or external person, not being members of the Committee, to examine the Association's financial affairs for that year. For all practical purposes the provisions of Rules 9 and 10 will apply to those appointed and to their appointment.

## 11 ANNUAL GENERAL MEETING

11.1 The Association is to hold an annual general meeting each year.

11.2 The annual general meeting is to be held on any day (being not later than 3 months after the close of the financial year of the Association) the committee determines.

11.3 The annual general meeting is to be in addition to any other general meetings that may be held in the same year.

11.4 The notice convening the annual general meeting is to specify the purpose of the meeting.

11.5 The ordinary business of the annual general meeting is to be as follows:

- a) to confirm the minutes of the last preceding annual general meeting and of the last general meeting held since that meeting;
- b) to receive from the committee, auditor and servants of the Association reports on the transactions of the Association during the last preceding financial year;
- c) to elect the committee members;

- d) to appoint the auditor and determine his or her remuneration;
- 11.6 The annual general meeting may transact special business of which notice is given in accordance with these rules.

## 12 GENERAL MEETINGS

- 12.1 The committee may convene a general meeting of the Association at any time.
- 12.2 The committee, on the requisition in writing of at least 10 members, may convene a general meeting of the Association.
- 12.3 A requisition for a general meeting -
  - a) is to state the objects of the meeting; and
  - b) is to be signed by the requisitionists; and
  - c) Is to be deposited at the office of the Association; and
  - d) may consist of several documents, each signed by one or more of the requisitionists.
- 12.4 If the committee does not cause a general meeting to be held within 21 days from the day on which a requisition is deposited at the office of the Association, the requisitionists, or any of them, may convene the meeting within 3 months from the day of the deposit of the requisition.
- 12.5 A general meeting convened by requisitionists is to be convened in the same manner as nearly as possible as meetings are convened by the committee.
- 12.6 *All reasonable expenses* incurred by requisitionists in convening a general meeting are to be refunded by the Association.

## 13 NOTICES OF GENERAL MEETINGS

- 13.1 The Secretary of the Association, at least 21 days before the date fixed for holding a general meeting of the Association, is to notify members in writing-
  - a) specifying the place, day and time for the holding of the meeting; and
  - b) the nature of the business to be transacted at the meeting.