

SCHOOL BUSINESS MANAGERS' ASSOCIATION QUEENSLAND INC.



CONSTITUTION

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SCHOOL BUSINESS MANAGERS' ASSOCIATION QUEENSLAND INC

1 NAME

The name of the incorporated association is School Business Managers' Association Queensland Inc (SBMAQ) hereinafter referred to as the "Association"

2 AIMS AND OBJECTIVES

2.1 The policies of The Association shall be guided fundamentally by the need to promote the role of Business Services Manager as a position of responsibility and significance within schools. The aims and objectives are:

- a) promote professional development of Business Services Managers
- b) organise and conduct regular meetings, forums and conferences
- c) improve the welfare of its members
- d) encourage the support of members through networking and sharing of best practice eg via subscription to an electronic discussion list, etc
- e) maintain and improve communication amongst members by production of appropriate publications for the advancement of the Association's aims and objectives
- f) gain recognition as a significant consultative group through representation on all policy making bodies which impact on non-teaching staff in schools
- g) advocate for school non-teaching staff within Education Queensland
- h) advance the standing of non-teaching staff within school communities
- i) promote membership of the Association

3 POWERS

3.1 The Association has, in the exercise of its affairs, the powers of an individual.

3.2 The Association may, for example:

- a) enter into contracts; and
- b) acquire, hold, deal with and dispose of property; and
- c) make charges for services and facilities it supplies; and
- d) subscribe to, become a member of and cooperate with any other association, club or organization, whether incorporated or not, whose objectives are altogether or in part similar to those of the Association.
- e) invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit
- f) take such steps by personal or written appeals, public meetings or otherwise, as may from time to time deemed expedient for the purpose of procuring contributions to the fund of the Association, in the shape of donations, annual subscriptions or otherwise.
- g) print and publish any newsletters, journals, brochures that the Association may think desirable for the promotion of its objectives.

- h) do all such other things as are incidental or conducive to the attainment of the aims and objectives of the Association necessary or convenient to be done in carrying out its affairs.

3.3 The Association may take over the funds and other assets and liabilities of the present unincorporated association known as the "Queensland School Registrars' Association"

4 CLASSES OF MEMBERSHIP

The membership of the Association shall consist of the following classes of members:

a) Ordinary Membership

Ordinary membership is open to people who, in the year in which membership is sought:

- i) are officially classified by Education Queensland as Business Services Managers
- ii) are classified public service officers without the title of Business Services Manager who work in a school and perform administrative duties

b) Associate Membership

Associate membership shall entitle the holder to full membership except the right to hold office. Associate membership may be granted on application to the Management Committee through the local branch, to any person who is currently relieving as a Business Services Manager for a minimum period of three months.

c) Life Membership

Life membership shall entitle the holder to full membership. Business Services Manager or other persons who have rendered meritorious service to the Association may be considered for election to Life Membership of the Association. Nomination for Life Membership shall be in written form signed by a proposer and seconder and forwarded to the president of the Association, together with supportive documentation. Life membership shall be conferred by a two-thirds majority of those present at a general meeting.

d) Honorary Membership

Honorary membership is available to ordinary members on retirement. Honorary membership shall entitle the holder to full membership except the right to vote or hold office.

The number of members in each class shall be unlimited.

5 MEMBERSHIP

5.1 Membership of the Association is restricted to members of the eight (8) Branches of the School Business Managers' Association Queensland Inc (SBMAQ), namely Far North Queensland, Northern, Capricornia, Wide Bay, Darling Downs, Sunshine Coast, Metropolitan and Gold Coast, that form branches of the Association. Branch membership includes membership of the Association.

- 5.2 Every applicant for any class of membership of the Association shall be proposed by one (1) member of the Association and seconded by another member.
- 5.3 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.
- 5.4 Completed membership applications are to be collected by the eight (8) branches and forwarded to the Association.

6 MEMBERSHIP FEES

- 6.1 Members have a responsibility to ensure their branch membership is current. The membership fee for each class of membership is:
 - a) the amount decided by a majority vote of members; and
 - b) membership fees are payable in accordance with branch policy; and
 - c) membership fees are to be collected by the eight branches and forwarded to the Association by the last day of Term 4 each year; and
 - d) early payment of membership fees will attract a discount as set out by the Schedule of Fees as determined by the Management Committee

7 ADMISSION AND REJECTION OF MEMBERS

- 7.1 The management committee must consider an application for membership at the next meeting of the committee held after it receives -
 - a) the application; and
 - b) the appropriate membership fee for the application.
- 7.2 The management committee must decide at the meeting whether to accept or reject the application.
- 7.3 If a majority of the management committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.
- 7.4 The secretary of the Association must, as soon as practicable after the management committee decides to accept or reject an application, give the applicant a written notice of the decision.

8 WHEN MEMBERSHIP ENDS

- 8.1 A member may resign from the Association by giving a written notice of resignation to the secretary.
- 8.2 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.

- 8.3 The management 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.
- 8.4 Before the management committee terminates a member's membership, the committee must give the member a full and fair opportunity to show why the membership should not be terminated.
- 8.5 The member concerned shall be given a full and fair opportunity of presenting her /his case and if the management committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.

9 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 give the secretary written notice of the person's intention to appeal against the decision.
- 9.2 A notice of intention to appeal must be given to the secretary within 1 month after the person receives written notice of the decision.
- 9.3 If the secretary receives a notice of intention to appeal, the secretary must, within 3 months after day of receipt, call a general meeting to decide the appeal.
- 9.4 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.
- 9.5 Also, the management 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.
- 9.6 An appeal must be decided by a vote of the members present at the meeting.
- 9.7 If a person whose application has been rejected does not appeal against the decision within 1 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.

10 REGISTER OF MEMBERS

- 10.1 The management committee must keep a register of members.
- 10.2 The register of members must include the following particulars for each member:
- a) the full name, workplace address and email 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.
- 10.3 The register must be open for inspection at all reasonable times.
- 10.4 However, before the member may inspect the register, the member must apply to the secretary to inspect it.

11 SECRETARY

- 11.1 The members of the Association's management committee **must** ensure a secretary is appointed or elected for the Association within 1 month after incorporation.
- 11.2 If a vacancy happens in the office of secretary, the members of the management committee must ensure a secretary is appointed or elected for the Association within 1 month after the vacancy happens.
- 11.3 When the Association appoints or elects a secretary for the Association the members of the management committee **must** ensure the Association notifies the chief executive of the Office of Fair Trading on the approved form of the appointment or election within one (1) month after it happens.
- 11.4 The management committee may appoint and remove the Association's secretary at any time.

12 MEMBERSHIP OF MANAGEMENT COMMITTEE

- 12.1 The management of the Association shall be vested in the Management Committee. This shall comprise members of the Executive and minutes secretary, membership secretary, Business Services Managers' electronic discussion list manager, and eight (8) committee members, comprising a representative from each of the eight (8) branches of the Association.
- 12.2 The executive committee of the Association consists of a president, immediate past president, vice-president, treasurer and secretary, and any other members the Association members elect or appoint at a general meeting.
- a) The immediate past president may serve as an officer of the Management Committee for a maximum period of two years following the election of a new President.

- 12.3 Business Services Managers in existing unincorporated associations shall form branches of the Association. Such branches shall have a president (not necessarily the branch representative on the management committee) honorary secretary and a treasurer.
- 12.4 Each member of the management committee must be a member of the Association.
- 12.5 At each annual general meeting of the Association, the members of the management committee must retire from office, but are eligible, on nomination, for re-election.

13 ELECTING THE MANAGEMENT COMMITTEE

- 13.1 A member of the management 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 least 14 days before the annual general meeting at which the election is to be held;
 - c) each member present and eligible to vote at the annual general meeting may vote for any number of candidates not more than the number of vacancies;
 - d) Branch representatives on the Management Committee shall be elected annually (or as a vacancy occurs) at the branch by means of a secret ballot of members attending; and
 - e) if, at the start of the meeting, there are no candidates nominated for the remaining committee members, nominations may be taken from the floor of the meeting for that position and a secret ballot will be held for all nominations.
 - f) A secret ballot will be held for all nominations.
- 13.2 The Management Committee must ensure that, before a candidate is elected as a member of the Management Committee, the candidate is advised:
- a) Whether or not the Association has Office Bearers Insurance; and
 - b) If the Association has Office Bearers Insurance - the amount of the insurance.
- 13.3 If required by the Management Committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

14 PROHIBITION ON USE OF INFORMATION ON REGISTER OF MEMBERS

- 14.1 A member of the Association must not -
- a) use information obtained from the Register of members of the Association to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes; or
 - b) disclose information obtained from the Register to someone else, knowing that the information is likely to be used to contact, or send material to, another member of the Association for the purpose of advertising for political, religious, charitable or commercial purposes.
- 14.2 Sub rule (1) does not apply if the use of disclosure of the information is obtained from the member.

14 RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

- 14.1 A management committee member may resign from the committee by giving written notice of resignation to the secretary.
- 14.2 The resignation takes effect on:
- i) The day and at the time the notice is received by the secretary; or
 - if a later day is stated in the notice - the later day.
- 14.3 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.
- 14.4 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.
- 14.5 A member has no right of appeal against the member's removal from office under this section.

15 VACANCIES ON MANAGEMENT COMMITTEE

- 15.1 If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Association to fill the vacancy until the next annual general meeting.
- 15.2 The continuing members of the management committee may act despite a casual vacancy on the management committee.
- 15.3 However, if the number of committee members is less than the number fixed under these rules as a quorum of the management committee, the continuing members may act only to:
- 15.4 increase their number of management committee members to the number required for a quorum; or
 - 15.5 call a general meeting of the Association

16 FUNCTIONS OF MANAGEMENT COMMITTEE

16.1 Except as otherwise provided by these rules and subject to resolutions of the Association members carried at a general meeting, the management committee has:

- a) the general control and management of the administration of the affairs, property and funds of the Association; and
- b) authority to interpret the meaning of these rules and any matter relating to the Association on which the rules are silent.

16.2 Between meetings of the Management Committee the business of the Association shall be carried on by the Executive.

17 MEETINGS OF MANAGEMENT

17.1 Subject to subsections (2) to (16), the management committee may meet and conduct its proceedings as it considers appropriate.

17.2 The management committee must meet at least once every 4 months to exercise its functions.

17.3 Executive meetings shall be called when required by the President.

17.4 Branch meetings shall be held regularly.

17.5 The committee must decide how a meeting is to be called.

17.6 Notice of a meeting is to be given in the way decided by the committee.

17.7 If the secretary receives a written request signed by at least 33% of the management committee members, the secretary must call a special meeting of the committee.

17.8 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.

17.9 The secretary must give each management committee member at least 14 days notice of a special meeting of the committee.

17.10 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

QUORUM - At a management 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.

17.11 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.

- 17.12 A management 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.
- 17.13 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.
- 17.14 If the president and the vice-president are absent from a management committee meeting, the members may choose one of their number to preside as chairperson at the meeting.
- 17.15 If a quorum is not present within 30 minutes after the time fixed for a management committee meeting called on the request of committee members, the meeting lapses.
- 17.16 If a quorum is not present within 30 minutes after the time fixed for a management 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.
- 17.17 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 MANAGEMENT COMMITTEE POWERS

- 18.1 The management committee may delegate the whole or part of its powers to a subcommittee consisting of the Association members considered appropriate by the committee.
- 18.2 A subcommittee may only exercise delegated powers in the way the management committee decides.
- 18.3 A subcommittee may elect a chairperson of its meetings.
- 18.4 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 one of their number to be chairperson of the meeting.
- 18.5 A subcommittee may meet and adjourn as it considers appropriate.
- 18.6 A question arising at a subcommittee 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

19.1 An act performed by the management committee, a subcommittee or a person acting as a member of the management committee is taken to have been validly performed.

19.2 Subsection (1) applies even if the act was performed when:

- a) there was a defect in the appointment of a member of the management committee, subcommittee or person acting as a member of the management committee; or
- b) a management committee member, subcommittee member or person acting as a member of the management committee was disqualified from being a member.

20 RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

20.1 A written resolution signed by each member of the management 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.

20.2 A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by one or more members of the committee.

21 FIRST GENERAL MEETING

21.1 The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the Association is incorporated.

21.2 The management committee must decide where the meeting is to be held.

21.3 The business to be conducted at the first general meeting must include the appointment of an auditor.

22 FIRST ANNUAL GENERAL MEETING

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

23 SUBSEQUENT ANNUAL GENERAL MEETING

23.1 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.

24 BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

24.1 The following business must be conducted at each annual general meeting:

- a) receiving the audited statement of income and expenditure, assets, liabilities and mortgages, charges and securities 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) appointing an auditor
- e) election of members of the management committee

25 SPECIAL GENERAL MEETING

25.1 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 management committee plus one; or
- c) being given a written notice of an intention to appeal against the decision of the management committee to:
 - (i) reject an application for membership; or
 - (ii) terminate a person's membership

25.2 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.

26 NOTICE OF GENERAL MEETING

26.1 The secretary may call a general meeting of the Association at the direction of the management committee.

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

26.3 The management committee may decide the way in which the notice must be given.

26.4 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 management committee; or
- b) a meeting called to hear and decide a proposed special resolution of the Association.

26.5 A notice of a general meeting must state the business to be conducted at the meeting.

27 QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

27.1 Subject to subsection (5), at a Branch General Meeting, the number of members equal to double the current Branch Executive plus one form a quorum.

27.2 No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.

27.3 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 management committee or the Association, the meeting lapses.

27.4 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 management 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 management committee.

27.5 If at an adjourned meeting, a quorum under subsection (1 (a)) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.

27.6 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.

27.7 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.

27.8 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.

27.9 If a meeting is adjourned for a least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.

27.10 In this rule:

“member” includes a person attending as a proxy.

28 PROCEDURE AT GENERAL MEETING

28.1 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 two 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 and -
 - (i) on a show of hands, each person present who is a member or a representative of a member has one vote; and
 - (ii) in a secret ballot, each member present in person or by proxy or other properly authorised representative has one vote; and
- k) an instrument appointing a proxy must be in writing ; and -
 - (i) if the appointor is an individual - signed by the appointor; 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:

<p>ASSOCIATION: School Business Managers' Association Queensland Inc.</p> <p>I, _____ of _____, being a member of the Association, 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 of the meeting.</p> <p>Signed this _____ day of _____, 20_____.</p> <p>_____</p> <p style="text-align: center;">Signature</p> <p style="text-align: center;">* in favour of</p>

<p>This form is be used _____ the resolution.</p> <p style="text-align: center;">* against</p>
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*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 minutes secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting and general meeting are entered in a minute book; and 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.
- q) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each executive meeting are entered in a minute book; and ensure the minute book for each executive meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.

28.2 To ensure the accuracy of the minutes recorded under subsection (1) (p):

- a) the minutes of each executive meeting must be signed by the chairperson of the meeting, or the chairperson of the next executive meeting, verifying their accuracy; and
- b) the minutes of each management committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next management committee meeting, verifying their accuracy; and
- c) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
- d) 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, verifying their accuracy.

29 BY-LAWS

29.1 The management committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association.

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

30 ALTERATION OF RULES

30.1 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.

30.2 However an amendment, repeal or addition is valid only if it is registered by the chief executive of the Office of Fair Trading.

31 COMMON SEAL

31.1 The management committee must ensure the Association has a common seal.

31.2 The common seal must be:

- a) kept securely by the management committee; and
- b) used only under the authority of the management committee.

31.3 Each instrument to which the seal is attached must be signed by a member of the management committee and countersigned by:

- a) the secretary; or
- b) another member of the management committee

32 FUNDS AND ACCOUNTS

- 32.1 The funds of the Association must be kept in an account in the name of the Association in a financial institution decided by the management committee.
- 32.2 Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Association.
- 32.2 All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- 32.3 All cheques must be signed by any two of the following:
- a) the president;
 - b) the secretary;
 - c) the treasurer;
 - e) or another authorised management committee member for the purpose.
- 32.4 Cheques, other than cheques for petty cash recoupment, must be crossed 'not negotiable'.
- 32.5 A petty cash account must be kept on the imprest system, and the management committee must decide the amount of petty cash to be kept in the account.
- 32.6 All expenditure must be approved or ratified at a management committee meeting.
- 32.7 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;
- 32.8 If the Association is incorporated within 3 months before the end of the Association's financial year, subsection (8) does not apply for the financial year in which the Association is incorporated.
- 32.9 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.
- 32.10 The income and property of the Association must be used solely in promoting the Association's aims and objectives and exercising the Association's powers and no portion shall be distributed directly or indirectly to the members of the Association except as bona fide compensation for services rendered or expenses incurred on behalf of the Association.

33 DOCUMENTS

33.1 The management committee must ensure the safe custody of books, documents, instruments of title and securities of the Association.

34 FINANCIAL YEAR

34.1 The financial year of the Association closes on 30th June in each year.

35 DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

35.1 This section applies if the Association:

- a) is wound-up under part 10 of the Act; and
- b) it has surplus assets.

35.2 The surplus assets must not be distributed among the Association members.

35.3 The surplus assets must be given to another entity:

- a) having aims and objectives similar to the Association's aims and objectives; and
- b) the rules of which prohibit the distribution of the entity's income and assets to its members.

35.4 In this section:

“surplus assets” has the meaning given by section 92(3) of the Act.

36 AMALGAMATION

36.1 Where it furthers the objects of the Association to amalgamate with any one or more other associations having similar objectives the other association(s) must have rules prohibiting the distribution of its (their) assets and income to members; and must be exempt from income tax.

APPENDIX A

SCHEDULE OF FEES

Membership Fees _____ \$20.00

Discount for early payment of Membership Fees _____ \$10.00

Branch Levy per School/Site - Meeting Expenses _____ \$30.00