


Associations Incorporation Act 1981
Registered On
29 AUG 2008

**RULES OF THE DEFENCE FORCE WELFARE ASSOCIATION
(QUEENSLAND BRANCH) INC.**


Delegate of the Director General

NAME

1. The *name* of the incorporated association shall be the **Defence Force Welfare Association (Queensland Branch) Inc.** in these Rules called 'the Association').

OBJECTS

2. The *objects* for which the Association is established are:
- (1) To watch and foster the interests of members of the **Australian Defence Force** in any matter likely to affect them during their service or retirement; and
 - (2) To advise or assist any serving or retired member of the **Australian Defence Force**, or their dependents, as required in matters affecting their welfare.

POWERS

3. The *powers* of the Association are:
- (1) To take over the funds and other assets and the liabilities of the present **incorporated** association known as the Regular Defence Forces Welfare Association (Queensland Branch);
 - (2) To subscribe to become a member of and cooperate with any other association, club or organization, whether incorporated or not, whose *objects* are altogether or in part similar to those of the Association provided that the Association shall not subscribe to or support with its funds any club, association or organization which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Association under or by virtue of rule 28 (10). In particular the Association will be, and shall continue to be, a Branch of the **Defence Force Welfare Association Incorporated** covering Queensland members;
 - (3) In furtherance of the *objects* of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Association or persons frequenting the Association's premises;
 - (4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings easements or property, real or personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connexion with, any of the *objects* of the Association. Provided that in case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same in such manner as is allowed by law having regard to such trusts;
 - (5) To 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 Association; to obtain from any such Government or Authority any rights, privileges and concessions which the Association may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;
 - (6) To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association;
 - (7) To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated Association, or in or about the incorporated Association or promotion of the incorporated Association or in furtherance of its *objects*;
 - (8) To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Association's interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, management, carrying out, alteration or control thereof;

- (9) To invest and deal with the money of the Association not immediately required in such manner as may from time to time be thought fit;
- (10) To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;
- (11) In furtherance of the *objects* of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate and otherwise to assist any person or body corporate;
- (12) To borrow or raise money either alone or jointly with any other person or legal entity in such a manner as may be thought proper and whether upon fluctuating advance account or overdraft or otherwise to represent or secure any moneys and further advances borrowed or to be borrowed alone or with others as aforesaid by notes secured or unsecured, debentures or debenture stock perpetual or otherwise, or by mortgage, charge, lien or other security upon the whole or any part of the incorporated Association's property or assets present or future and to purchase, redeem or pay-off any such securities;
- (13) To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;
- (14) In furtherance of the *objects* of the Association to sell, improve, manage, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association;
- (15) To make or hold mortgages, liens or charges, to secure payment of the purchase price, or any unpaid balance of the purchase price, of any part of the Association's property of whatsoever kind sold by the Association, or any money due to the Association, from purchasers and others;
- (16) To make any gift of property whether subject to any special trust or not, for any one or more of the *objects* of the Association but subject always to the proviso in Rule 3(4);
- (17) To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise;
- (18) To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its *objects*;
- (19) To make donations for charitable or community purposes directly related to the *objects* of the Association;
- (20) To do all such other things as are incidental or conducive to the attainment of the *objects* and the exercise of the powers of the Association.

CLASSES OF MEMBERS

4. (1) The membership of the Association shall consist of:
- (a) *Members*, who:
- (i) **must be members or former members of the permanent, or reserve Naval, Military or Air Forces of the Commonwealth of Australia or other elements of those Forces, or the spouses, widows or widowers of such persons;**
 - (ii) must nominate for the status of *member* in accordance with Rule 5; and
 - (iii) shall have full and equal privileges and rights of membership, *powers* and voting rights in the Association;
- (b) *Life Members*, who:
- (i) must be eligible for admission as a *member*;
 - (ii) must nominate for the status of *life member* in accordance with Rule 5; and
 - (iii) shall have the same rights and privileges as a *member*;
- (c) *Honorary Life Members*, who:
- (i) must have been a *member* in good financial standing or a *life member*, for ten or more years;

- (ii) must have rendered to the Association dedicated service of an outstanding nature;
 - (iii) must be nominated and accepted as prescribed in Rules 5 and 7; and
 - (iv) shall have the same rights and privileges as a *member*;
- (d) *Honorary Members*, who;
- (i) must not be a *member* or life member or be eligible to be such;
 - (ii) must be nominated and accepted in accordance with Rules 5 and 7; and
 - (iii) may not vote in any Association business or be elected to the Committee or other executive body, but otherwise shall have the privileges of membership;
- (e) *Associate Members*, who:
- (i) must not be members or eligible to be members in any other class;
 - (ii) have participated in welfare or other appropriate activities for the Association;
 - (iii) must be nominated and accepted in accordance with Rules 5 and 7; and
 - (iv) shall have the same limitations and privileges as *honorary members*;
- (2) The number of members in each class shall be unlimited.

5. (1) Every candidate for membership of the Association shall nominate in writing, signed by the candidate and, for *honorary life, honorary, and associate* membership, by a proposer and seconder; and all nominations shall be in such form as the Management Committee from time to time prescribes and shall be accompanied by the prescribed membership fee.

MEMBERSHIP FEES

6. (1) The membership fees for each class of membership shall be such sum as the National Council of the **Defence Force Welfare Association Incorporated** determines.
- (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.

ADMISSION AND REJECTION OF MEMBERS

7. (1) Candidate for *member* and *life member* who meet the requirements of Rules 4 and 5 shall be provided with a receipt by the Secretary, and such receipt shall constitute admission to the class of membership applied for. For other classes of membership, at the next meeting of the Management Committee after the receipt of any nomination and the fee applicable for that class of membership, such nomination shall be considered by the Management Committee, which shall thereupon determine upon the admission or rejection of the candidate;
- (2) Any candidate who receives a majority of the votes of the members of the Management Committee present at the meeting at which such nomination is being considered shall be accepted as a member to the class or membership nominated for;
- (3) Upon the acceptance or rejection of the nomination for **that** class of membership the Secretary shall forthwith give the nominee notice in writing of such acceptance or rejection.

TERMINATION OF MEMBERSHIP

8. (1) A member may resign from the Association at any time by giving notice in writing to the Secretary. Such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date;

- (2) A member who has membership subscription fees unpaid for a period of two years or more shall be deemed to have resigned and shall be advised by the Secretary accordingly; should the member then make good the arrears and current subscription within one month, he shall be reinstated;
- (3) If a member -
- (i) is convicted of an indictable offence; or
 - (ii) fails to comply with any of the provisions of these rules; or
 - (iii) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association, the Management Committee shall consider whether his membership shall be terminated;
- (4) The member concerned in Rule 8(3) shall be given a full and fair opportunity of presenting his case either personally or in writing and if the Management Committee considers that his membership should be terminated it shall refer the matter to the National Council of the **Defence Force Welfare Association** Incorporated which shall deal with it under its Rules. On receipt of the decision of the National Council the Management Committee shall instruct the Secretary to advise the member in writing accordingly.

APPEAL AGAINST TERMINATION OF MEMBERSHIP

9. (1) A person whose membership has been terminated may, within one month of receiving written notification thereof, lodge with the Secretary written notice of intention to appeal against the decision;
- (2) Upon receipt of a notification of intention to appeal against termination of membership the Secretary shall convene, within three months of the date of receipt by him of such a notice, a *general meeting* to determine the appeal. At any such meeting the applicant shall be given the opportunity to personally fully present his case and the Management Committee or those members thereof who voted to propose termination of the membership subsequently shall likewise have the opportunity of presenting its or their case, the appeal shall be determined by vote of the members present at such meeting.

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 Association and the dates of their admission.
- (2) Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further general particulars as the management Committee or the members at any *general meeting* may require from time to time.
- (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 Association shall consist of a President, Vice-President, Secretary, Treasurer, all of whom shall be financial members of the Association *entitled to vote*, and such number of other financial members *entitled to vote* as the members of the Association at any *general meeting* may from time to time elect or appoint.
- (2) At the annual *general meeting* of the Association, all the members of the Management Committee for the time being shall retire from office, but shall be eligible upon nomination for re-election.
- (3) The election of officers and other members of the management Committee shall take place in the following manner:
- (a) Any two members of the Association *entitled to vote* shall be at liberty to nominate any other member *entitled to vote* to serve as an officer or other member of the Management Committee;
 - (b) The nomination, which shall be in writing and signed by his proposer and seconder, shall be lodged with the Secretary at least fourteen days before the *general meeting* at which the election is to take place;

- (c) A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be posted in a conspicuous place in the office or usual place of meeting of the Association for at least seven days immediately preceding the *general meeting*;
 - (d) Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present at the annual *general meeting* shall be *entitled to vote* for any number of such candidates not exceeding the number of vacancies;
 - (e) 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;
 - (f) If sufficient nominations are received to fill all the vacancies, the candidates nominated shall be deemed to be elected;
 - (g) Any vacant position remaining on the Management Committee shall be deemed to be a casual vacancy.
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 but such resignation shall take effect at the time such notice is received by the Secretary unless a later date is specified in the notice when it shall take effect on that later date;
- (2) Any member of the Management Committee may be removed from office at a *general meeting* of the Association where that member shall be given the opportunity to fully present his case. 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 Association to fill any casual vacancy on the Management Committee until the next *general meeting*;
- (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 number of members may act for the purpose of increasing the number of members of the Management Committee to that number or of summoning a *general meeting* of the Association but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

14. (1) Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any *general meeting* or plebiscite the Management Committee -
- (a) shall have the general control and management of the administration of the affairs, property and funds of the Association; and
 - (b) shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which the rules are silent, providing such interpretation lies within the *objects* and *powers* of the Association; the relevant guidelines and decisions of the National Council of the **Defence Force Welfare Association** Incorporated; sound financial and administrative management practices; and relevant federal, state and local government laws.
- (2) The Management Committee may exercise all the *powers* of the association -
- (a) to borrow or raise or secure the payment of money in such way as the members of the Association may think fit and secure the same or the payment or performance of any debt, liability or contract, guarantee or other engagement incurred or to be entered into by the Association in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Association's property, both present and future, and to purchase, redeem or pay off any such securities;
 - (b) to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Association, and to provide and pay off any such securities; and

- (c) to invest in such manner as the members of the Association may from time to time determine.

MEETINGS OF MANAGEMENT COMMITTEE

15. (1) The Management Committee shall meet at least once every two calendar months;
- (2) 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.
- (3) 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 its members, shall constitute a *quorum*.
- (4) Subject as previously provided in this rule, the Management Committee may meet together and regulate its proceedings as it thinks fit. Provided that 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.
- (5) A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association or any expenditure or disbursement outside the Association in which he has a beneficial interest, or on any matter arising thereout, and if he does so vote, his vote shall not be included in the count.
- (6) Not less than fourteen days notice shall be given by the Secretary to members of the Management Committee of any meeting of the Management Committee. Such notice shall clearly state the nature of the business to be discussed thereat.
- (7) The President shall preside as Chairman at every meeting of the Management Committee, or if there is no President, or if at any meeting he is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairman or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairman of the meeting.
- (8) If within half an hour from the time appointed for the commencement of a Management Committee meeting a *quorum* is not present, the meeting, if convened upon the requisition of members of the Management Committee, shall lapse. In any other case it shall stand adjourned to the same day in the next week at the same time and place, or to such other day and at such other time and place as the Management Committee may have predetermined, 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.
16. (1) The Management Committee may delegate any of its powers to a sub-committee consisting of such members of the Association as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations imposed on it by the Management Committee.
- (2) A sub-committee may elect a Chairman of its meetings. If no such Chairman is elected, or if at any meeting the Chairman is not present within ten minutes after the appointed time for holding the meeting, the members may choose one of their numbers to be Chairman of the meeting.
- (3) A sub-committee may meet and adjourn as it thinks proper. 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 decided in the negative.
17. All acts done by any meeting of the Management Committee or of a sub-committee or by any person acting as a member of the Management Committee or a sub-committee shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any member of the Management Committee or a sub-committee or person acting as aforesaid, or that the members of the Management Committee or a sub-committee or person acting aforesaid or any of them were disqualified, shall be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
18. A resolution in writing signed in the affirmative by as many members of the Management Committee as would for the time being constitute a *quorum* of a meeting of the Management Committee shall be as valid as if it had been passed at a meeting of the Management Committee duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or more members of the Management Committee.

GENERAL MEETINGS

19. (1) *General meetings* shall be annual *general meetings*, and such other *general meetings* as may be required by the members or the Management Committee.
20. (1) **The annual *general meeting* shall be held within three months of the close of the financial year.**
- (2) The business to be transacted at every annual *general meeting* shall be -
- (a) the receiving of the Management Committee's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Association for the preceding financial year;
 - (b) the receiving of the auditor's report upon the books and accounts for the preceding financial year;
 - (c) the election of members of the Management Committee; and
 - (d) the appointment of an auditor.
21. The Secretary shall convene a *general meeting* -
- (a) when directed to do so by a *general meeting* or the Management Committee; or
 - (b) on the requisition in writing by not less than one-third of the members presently on the Management Committee or not less than the number of members of the Association *entitled to vote* which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such *general meeting* is being convened and the nature of business to be transacted thereat; or
 - (c) on being given a notice in writing of an intention to appeal against the decision of the National Council of the Defence Force Welfare Association Incorporated to terminate the membership of any person.
22. (1) At any *general meeting* the number of members *entitled to vote* required to constitute a *quorum* shall be double the number of members presently in the Management Committee plus one.
- (2) No business shall be transacted at any *general meeting* unless a *quorum* of members is present at the time that the meeting proceeds to business. For the purposes of this rule 'member' includes a person attending as a proxy.
- (3) If within half an hour from the time appointed for the commencement of a *general meeting* a *quorum* is not present, the meeting shall stand adjourned to the same day in the next week at the same time and place, or only if this is not in any way practicable, 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*.
- (4) The Chairman may, with the consent of any *general meeting* at which a *quorum* is present (and shall if so directed by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any subsequent resumed meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for fourteen days or more, notice of the subsequent resumed meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give any notice of an adjournment or of the business to be transacted at a meeting to be resumed after an adjournment.
23. (1) The Secretary shall convene all *general meetings* of the Association by giving not less than fourteen days notice of any such meeting to the members of the Association.
- (2) The manner by which such notice shall be given shall be determined by the Management Committee. Provided that notice of any meeting shall be given in writing delivered to each member's registered address. Notice of a *general meeting* shall clearly state the nature of business to be discussed thereat.
24. Unless otherwise provided by these Rules, at every *general meeting* -
- (1) The President shall preside as Chairman, or if he is not present within fifteen minutes after the time appointed for the holding of the meeting or is unwilling to act, the Vice-President shall be the Chairman or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their number to be Chairman of the meeting;
 - (2) The Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
 - (3) Every question shall be decided by a majority of votes of the members *entitled to vote* present;

- (4) Every member *entitled to vote* present shall be entitled to one vote and in the case of an equality of votes the question shall be deemed to be decided in the negative. Provided that no member shall be *entitled to vote* at any general meeting if his annual subscription is more than one month in arrears at the date of the meeting;
- (5) Voting shall be by show of hands or a division of members, unless not less than one-fifth of the members *entitled to vote* present demand a ballot, in which event there shall be a secret ballot. The Chairman shall appoint two members to conduct the secret ballot in such a manner as he shall determine to produce a fair result and the result of the ballot as declared by the Chairman on advice from the members conducting the ballot shall be deemed to be the resolution of the meeting on the question on which the ballot was demanded.
- (6) A member may vote in person or by proxy and on a show of hands every person present, who is a member or representative of a member *entitled to vote*, shall have one vote for each such entitled member; and in a secret ballot every entitled member present in person or by proxy shall have one vote;
- (7) The instrument appointing a proxy shall be in writing, in the common or usual form under the hand of the member *entitled to vote* or of the person holding his *power of attorney* duly authorised in writing. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot. A proxy shall also be counted in determining the numbers necessary to constitute a *quorum*.
- (8) Where it is desired or proper to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or as near thereto as circumstances permit:

DEFENCE FORCE WELFARE ASSOCIATION (QUEENSLAND BRANCH) INCORPORATED

I, of
 being a **member/life member/honorary life member* of the above named Association who is *entitled to vote* under its Rules,
 hereby appoint

* of or failing him,
 * of or

*the Chairman of the Meeting

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 resumption after adjournment thereof.

This authority is to be used:

*For/Against Resolution 1 or *For/Against Resolution 2 etcetera	*At the discretion of the Proxy
---	------------------------------------

Signed this day of 20.....

*Strike out whichever is not required.

Signature

(9) The instrument appointing a proxy shall be deposited with the Secretary prior to the commencement of any *general meeting* or resumption of an adjourned meeting at which the person named in the instrument proposes to vote; and

(10) The Secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Management Committee meeting and general meeting to be entered in a book to be open for inspection at all reasonable times by any financial member who previously applies to the Secretary for that inspection. For the purposes of ensuring the accuracy of the recording of such minutes, the minutes of every Management Committee meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding Management Committee meeting shall verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chairman of that meeting or the Chairman of the next succeeding general meeting or annual general meeting.

BY-LAWS

25. The Management Committee may from time to time make, amend or repeal by-laws, not inconsistent with these Rules, for the internal management of the Association and any by-laws may be set aside, amended, replaced or supplemented by a *general meeting*.

ALTERATION OF RULES

26. Subject to the provisions of the Associations Incorporation Act 1981, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any *general meeting*. **However any amendment, repeal or addition, is only valid if it is registered by the chief executive of the department administering the Act.**

COMMON SEAL

27. The Management Committee shall provide a Common Seal and for its safe custody. The Common Seal shall be used only 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

28. (1) The funds of the Association shall be banked in the name of the Association in such bank as the Management Committee may from time to time direct.
- (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 Association and the particulars usually shown in books of a like nature.
- (3) All moneys shall be banked as soon as practicable after receipt thereof.
- (4) All amounts of twenty dollars or over shall be paid by cheque signed by any two of the President, Secretary, Treasurer or other member authorised from time to time by the Management Committee.
- (5) Cheques shall be crossed 'not negotiable' except those in payment of wages, allowances or petty cash recoupments which may be open.
- (6) The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- (7) All expenditure shall be approved or otherwise at the next Management Committee meeting.
- (8) As soon as practicable after the end of each financial year the Treasurer shall cause to be prepared a statement containing particulars of -
- (a) the income and expenditure for the financial year just ended; and
 - (b) the assets and liabilities and all mortgages, charges and securities affecting the property of the Association at the close of that year.
- (9) All such statements shall be examined by the auditor who shall present his report upon such audit to the Secretary prior to the holding of the annual *general meeting* next following the financial year in respect of which such audit was made.
- (10) The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

DOCUMENTS

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

FINANCIAL YEAR

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

DISTRIBUTION OF SURPLUS ASSETS

31. If the Association shall be wound up in accordance with the provisions of the Associations Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given to or transferred to some other institution or institutions having *objects* similar to the *objects* of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of Rule 28(10), such institution or institutions to be in the first instance the **Defence Force Welfare Association** Incorporated provided it is in existence and eligible, if not to be determined by the members of the Association.

GENERAL

32. In these Rules -
- (a) the words imputing the singular number shall include the plural number and vice versa, and words imputing the masculine gender shall include the feminine gender unless specifically stated otherwise;
 - (b) words and phrases displayed in italic script have a particular and binding meaning defined and qualified in one or more Rules either specifically or in context; similar words and phrases in plain script are to be read in their generic or contextual meaning;
 - (c) **underlined** paragraphs and part paragraphs are mandatory rules under the Associations Incorporation Act 1981 and may not be amended from what that Act may from time to time require;
 - (d) a resolution is an ordinary resolution passed in accordance with the Rules of the Association;
 - (e) a special resolution must be passed by a majority of not less than three quarters of those members entitled under the Rules of the Association to vote, as may be present at any *general meeting*, of which notice specifying the intention to propose the resolution was given in accordance with these Rules.