

Rules for the Redlands Lawn Tennis Association

1 Interpretation

(1) In these rules -

Act means the *Associations Incorporation act 1981*.

present-

(a) at a management committee meeting - see rule 24(6); or

(b) at a general meeting - see rule 35(2).

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

2 Name

The name of the incorporated association is REDLANDS LAWN TENNIS ASSOCIATION INC. (the association).

3 Objects

The objects of the association are -

(a) To promote the game of tennis

(b) To provide facilities to the community for playing tennis;

(c) To conduct competitions, championships and tournaments;

(d) To provide junior coaching;

(e) To foster and encourage players wishing to pursue a career in tennis.

4 Powers

(1) The association has the powers of an individual.

(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) do other things necessary or convenient to be done in carrying out its affairs.

(3) The association may also issue secured and unsecured notes, debentures and debenture stock for the association.

5 Classes of members

(1) The membership of the association shall consist of the following classes of ordinary members:-

(a) Adult: All persons over the age of eighteen (18) years who are approved by the management committee to play tennis fixtures conducted by the association. Ordinary members shall be entitled to vote at association meetings and to hold office. The number of adult members shall only be limited by a decision of the management committee.

(b) Junior: All persons aged 18 years and under as at 1st January in the year of their application for membership, who are approved by the management committee to play tennis fixtures conducted by the association. Junior members shall not be entitled to vote at any meetings of the association or to hold office. The number of junior members shall only be limited by a decision of the management committee.

(c) Family: All family groups who are approved by the management committee to play tennis fixtures conducted by the association. For the purposes of this rule, "family group" shall be defined as a minimum of one adult and two eligible juniors. One adult only from each family group shall be entitled to vote at any meetings of the association and to hold office. The number of family memberships shall only be limited by a decision of the management committee.

(d) Life: Any member of the management committee may, in consideration of services rendered to the association by another member, nominate such member as a life member. Any such nomination shall be in writing and addressed to the secretary or president, and shall be presented to the next scheduled meeting of the management committee. If the nomination is confirmed at such meeting, the nominee shall be declared a life member and thereafter shall not be required to pay any further membership or affiliation fees. Life members shall be entitled to vote at any meetings of the association and to hold office. The number of life memberships awarded shall be limited to two per year.

6 Automatic membership

Every person who, at the date of incorporation of the association, was a member of the unincorporated association shall be deemed to have become admitted to the same class of membership of the association as that member held in the unincorporated association.

7 New membership

An application for membership must be -

- (a) in writing; and
- (b) signed by the applicant; and
- (c) in the form prescribed from time to time by the management committee.

8 Setting and payment of membership fees

- (1) The membership fees for each class of membership shall be such sum as the management committee shall from time to time determine PROVIDED THAT such membership fees shall not be increased more than once in any one calendar year.
- (2) The membership fees for each class of membership shall be payable at such time and in such manner as the management committee from time to time determines.

9 Members' eligibility to enter competitions

Eligibility to enter, nominate or be nominated for competitions, tournaments and/or representative matches arranged by or with the association shall be limited to financial members of the association.

10 When membership ends

10.1 By resignation

- (1) A member may resign from the association by giving a written notice of resignation to the secretary.
- (2) The resignation takes effect at the time such notice is received by the secretary unless a later date is specified in the notice, in which case it shall take effect on that later date.

10.2 By termination

- (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 two (2) months; or

- (d) conducts himself or herself in a way considered by the management committee to be injurious or prejudicial to the character, interests or objects of the association.
- (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.
- (5) If, after considering all representations made by the member, the management committee decides to terminate the membership, the secretary of the association must give the member a written notice of the decision.

11 Appeal against termination of membership

- (1) A person 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 (1) 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 one (1) month after receiving the notice, call a special general meeting to decide the appeal.

12 Special general meeting to decide appeal

12.1 Meeting timeframe and procedure

- (1) The general meeting to decide an appeal must be held within three (3) months after the secretary receives the notice of intention to appeal.
- (2) At the meeting, the member must be given a full and fair opportunity to show why his or her membership should not be terminated.
- (3) At the same meeting, the management committee and the members of the committee who voted to terminate the membership, must also be given a full and fair opportunity to show why the membership should be terminated.
- (4) An appeal must be decided by a majority vote of the members present and eligible to vote at the meeting. In the event of an equality of votes, the chairman of the meeting shall have a second or casting vote.
- (5) In the event of a resolution to terminate a person's membership, any amounts paid by the former member in relation to his or her membership of the association, entry to any competitions or tournaments within the control of the association, or fees for affiliation with any other organisation, will not be refunded.

13 Register of members

(1) The management committee must keep and maintain an up-to-date register of members of the association.

(2) The register must include the following particulars for each member -

- (a) the full name of the member;
- (b) the postal or residential address of the member;
- (c) the date of admission and class of membership to which the member was admitted;
- (d) the date of death, date of resignation or termination of the member's membership;
- (e) details about the reasons for any termination of membership;
- (f) any other particulars which the management committee from time to time deems appropriate.

(3) The register may be in an electronic form.

14 Access to information on the Register of members

(1) Information recorded in the register in relation to any particular member must be available for inspection by that member at all reasonable times.

(2) A member must contact the secretary to arrange an inspection of his or her own information.

(3) If the register is maintained electronically, any member may apply to the secretary for a printed extract of the information recorded for that member in order to verify, amend or update it.

(4) Apart from a member's full name and membership status, no personal information may be disclosed by the management committee to any other person without the subject member's prior written approval, unless required by law or for the purposes of the association's affiliation with Tennis Queensland.

15 Prohibition on use of information on register of members

(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 of members 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 purposes of advertising for political, religious, charitable or commercial purposes.

(2) Subrule (1) above does not apply if the use or disclosure of the information is approved by the association.

16 Office bearers

16.1 Appointment or election of secretary

(1) The secretary must be an individual residing in Queensland, or in another state but not more than 65km from the Queensland border, who is -

- (a) a member of the association elected by the association as secretary; or
- (b) any of the following persons appointed by the management committee as secretary -
 - (i) a member of the association's management committee;
 - (ii) another member of the association;
 - (iii) another person.

(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 one month after the vacancy happens.

(3) If the management committee appoints a person mentioned in sub-rule 1(b)(ii) as secretary, other than to fill a casual vacancy on the management committee, the person does not become a member of the management committee.

(4) However, if the management committee appoints a person mentioned in sub-rule (1)(b)(ii) as secretary to fill a casual vacancy on the management committee, the person becomes a member of the management committee.

(5) If the management committee appoints a person mentioned in sub-rule (1)(b)(iii) as secretary, the person does not become a member of the management committee.

(6) In this rule -*casual vacancy*, on a management committee, means a vacancy that happens when an elected member of the management committee resigns, dies or otherwise stops holding office.

17 Removal of secretary

(1) The management committee of the association may at any time remove a person appointed by the committee as the secretary.

(2) If the management committee removes a secretary who is a person mentioned in rule 16.1(1)(b)(i), the person remains a member of the management committee.

(3) If the management committee removes a secretary who is a person mentioned in rule 16.1(1)(b)(ii) and who has been appointed to a casual vacancy on the management committee under rule 18(4), the person remains a member of the management committee.

18 Functions of secretary

The secretary's functions include, but are not limited to -

- (a) calling meetings of the association, including preparing notices of a meeting and of the business to be conducted at the meeting, in consultation with the president of the association; and
- (b) keeping minutes of each meeting; and
- (c) keeping copies of all correspondence and other documents relating to the association; and
- (d) maintaining the register of members of the association; and
- (e) such other duties as the management committee may from time to time direct.

19 Membership of management committee

- (1) The management committee of the association shall consist of a President, Vice President, Secretary and Treasurer, and any other association members who may be elected at a general meeting.
- (2) A member of the management committee, other than a secretary appointed by the management committee under rule 16.1(1)(b)(iii), must be a member of the association.
- (3) 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.
- (4) A member of the association may be appointed to a casual vacancy on the management committee under Rule 22.

20 Electing the management committee

- (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 of the association present and eligible to vote at the annual general meeting may vote for one candidate for each vacant position on the management committee;

(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 person may be a candidate only if the person -

(a) is an adult; and

(b) is not ineligible to be elected as a member under section 61A of the Act.

(3) 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 seven days immediately preceding the annual general meeting.

(4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

(5) 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 public liability insurance; and

(b) if the association has public liability insurance - the amount of the insurance.

21 Resignation or removal of management committee member

21.1 Resignation

(1) A member of the management committee may resign from the committee by giving written notice to the secretary.

(2) The resignation takes effect at the time the notice is received by the secretary unless a later date is stated in the notice, in which case it shall take effect on that later date.

21.2 Removal

(1) A member of the management committee may be removed from office at a general meeting of the association if a majority of members present and eligible to vote at the meeting, vote in favour of removing the member.

(2) 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.

(3) A member has no right of appeal against the member's removal from office under this rule.

(4) A member immediately vacates the office in the circumstances mentioned in section 64(2) of the Act.

22 Vacancies on management committee

(1) If a casual vacancy occurs 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.

(2) The continuing members of the management committee may act despite a casual vacancy on the management committee.

(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 -

- (a) increase the number of management committee members to the number required for a quorum; or
- (b) call a general meeting of the association.

23 Functions of management committee

(1) Subject to these rules or a resolution of the members of the association carried at a general meeting, the management committee has the general control and management of the administration of the affairs, property and funds of the association.

(2) The management committee has authority to interpret the meaning of these rules and any matter relating to the association on which the rules are silent, but any interpretation must have regard to the Act, including any regulation made under the Act.

Note - the Act prevails if the association's rules are inconsistent with the Act - see Section 1B of the Act.

(3) The management committee may exercise the powers of the association -

- (a) to borrow, raise or secure the payment of amounts in a way the members of the association decide; and
- (b) 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, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the association's property, both present and future; and
- (c) to purchase, redeem or pay off any securities issued; and
- (d) to borrow amounts from members and pay interest on the amounts borrowed; and

- (e) to mortgage or charge the whole or part of its property; and
 - (f) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the association; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the association may from time to time decide.
- (4) For sub-rule (3)(d), the rate of interest must not be more than the current rate being charged for overdrawn accounts on money lent (regardless of the term of the loan) by -
- (a) the financial institution for the association; or
 - (b) if there is more than one financial institution for the association - the financial institution nominated by the management committee.

24 Meetings of management committee

- (1) Subject to this rule, the management committee may meet and conduct its proceedings as it considers appropriate.
- (2) The management committee must meet at least once every calendar month to exercise its functions.
- (3) The management committee must decide how a meeting is to be called.
- (4) Notice of a management committee meeting is to be given in the way decided by the management committee.
- (5) The management committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in sub-rule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and eligible to vote, and if the votes are equal, the question is decided in the negative.
- (8) A member of the management committee 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.
- (9) The president is to preside as chairperson at a management committee meeting.

(10) 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 members may choose one of their number to preside as chairperson at the meeting.

25 Quorum for, and adjournment of, management committee meeting

(1) At a management committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.

(2) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called on the request of members of the committee, the meeting lapses.

(3) If there is no quorum within 30 minutes after the time fixed for a management committee meeting called other than on the request of the members of the committee -

(a) the meeting is to be adjourned for at least one day; and

(b) the members of the management committee who are present are to decide the day, time and place of the adjourned meeting.

(4) If, at an adjourned meeting mentioned in sub-rule (3) there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

26 Special meeting of management committee

(1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.

(2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

(3) A request for a special meeting must state -

(a) why the special meeting is called; and

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

(4) 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.

(5) A special meeting of the management committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

27 Minutes of management committee meetings

(1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each management committee meeting are recorded and stored either manually and/or electronically.

(2) To verify the accuracy of the minutes, a printed copy of the minutes of each management committee meeting must be signed at the next scheduled committee meeting, by two committee members who attended the subject meeting. The common seal of the association may be affixed to the confirmed minutes at the committee's discretion.

28 Appointment of subcommittees

(1) The management committee may appoint a subcommittee consisting of members of the association considered appropriate by the committee to help with the conduct of the association's operations.

(2) A member of a subcommittee who is not a member of the management committee is not entitled to vote at a management committee meeting.

(3) A subcommittee 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 one of their number to be the chairperson of the meeting.

(5) A subcommittee may meet and adjourn as it considers appropriate.

(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.

29 Committee acts not affected by defects or disqualifications

(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.

(2) Sub-rule (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.

30 Resolutions of management committee without meeting

- (1) A written resolution signed by each member of the management committee 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 sub-rule (1) may consist of several documents in like form, each signed by one or more members of the committee.

31 Annual general meetings

The annual general meeting of the association must be held -

- (a) at least once each year; and
- (b) within 3 months after the end date of the association's reportable financial year.

32 Business to be conducted at annual general meetings

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

- (a) confirming the minutes of the previous annual general meeting;
- (b) dealing with any business arising from those minutes;
- (c) receiving the management committee's report on the association's activities for the preceding year;
- (d) receiving the association's financial statement and audit report for the last reportable financial year;
- (e) presenting the financial statement and audit report to the meeting for adoption;
- (f) electing members of the management committee;
- (g) appointing an auditor or an accountant for the present financial year.

33 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 adult member of the association who is entitled to attend the meeting.
- (3) If the secretary is unable or unwilling to call the meeting, the president must call the meeting.
- (4) The management committee may decide the way in which the notice must be given.
- (5) However, notice of a meeting called to hear and decide the appeal of a person against the management committee's decision to terminate the person's membership of the association, must be given in writing.

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

34 Quorum for, and adjournment of, general meeting

(1) The quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the association's last general meeting, plus one.

(2) However, if all members of the association are members of the management committee, the quorum is the total number of members, less one.

(3) No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

(4) If there is no quorum 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.

(5) If there is no quorum 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 -

(a) the meeting is to be adjourned for at least 7 days; and

(b) the management committee is to decide the day, date, time and place of the adjourned meeting.

(6) The chairperson may, with the consent of any meeting at which there is a quorum, 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 sub-rule (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 that notice is given for an original meeting.

35 Procedure at general meetings

(1) A member may take part and vote in a general meeting in person, by attorney or by using any technology that reasonably allows the member to hear and take part in discussions as they happen.

(2) A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present at the meeting.

(3) At each general meeting -

(a) the president is to preside as chairperson; and

- (b) 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 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.

36 Voting at general meetings

- (1) At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present.
- (2) Each member present and eligible 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 PROVIDED HOWEVER that family group memberships shall only be entitled to one vote.
- (3) A member is not entitled to vote at a general meeting if the member's annual membership fees are in arrears at the date of the meeting.
- (4) The method of voting is to be decided by the management committee.
- (5) However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.
- (6) If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.
- (7) 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.

37 Special general meetings

- (1) The secretary must call a special general meeting by giving each adult member of the association 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 number of members of the management committee when the request is signed; or
 - (ii) at least the number of ordinary members of the association equal to double the number of members of the association on the management committee when the request is signed plus one; or
 - (c) being given a written notice of an intention to appeal against a decision of the management committee to terminate a person's membership.

- (2) A request mentioned in sub-rule 1(b) must state -
- (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (3) A special general meeting must be held within 3 months after the secretary -
- (a) is directed to call the meeting by the management committee; or
 - (b) is given the written request mentioned in sub-rule 1(b); or
 - (c) is given the written notice of an intention to appeal mentioned in sub-rule (1)(c).
- (4) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

38 Minutes of general meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are recorded and stored either manually and/or electronically.
- (2) To verify the accuracy of the minutes -
- (a) a printed copy of the minutes of each general meeting must be signed at the next scheduled general meeting, by the chairperson and one other committee member; and
 - (b) a printed copy of the minutes of each annual general meeting must be signed by the chairperson of that meeting and one other committee member, or the chairperson of the next general or annual general meeting and one other committee member.
 - (c) the common seal of the association may be affixed to the confirmed minutes at the committee's discretion.
- (3) If asked by an adult member of the association, the secretary must, within 28 days after the request is made -
- (a) make the minutes of a particular general meeting available for inspection by the member at a mutually agreed time and place; and/or
 - (b) give or transmit electronically to the member, a copy of the minutes of the meeting.
- (4) The association may require the member to pay the reasonable costs of providing copies of such minutes.

39 By-laws

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

40 Policies

The management committee may make, amend or repeal any policies, not inconsistent with these rules, for the well-being, safety, advancement or interests of the association, its members, workers and/or volunteers.

41 Alteration of rules

- (1) Subject to the Act, 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.

42 Common seal

- (1) The management committee must ensure the association has a common seal.
- (2) The common seal must be -
 - (a) kept securely by the management committee; and
 - (b) used only under the authority of the management committee.
- (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; or
 - (c) someone authorised by the management committee.

43 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 management 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) A payment by the association of \$100 or more must be made by cheque or electronic funds transfer.

(5) If a payment of \$100 or more is made by cheque, the cheque must be signed by any two of the following -

(a) the president; or

(b) the secretary; or

(c) the treasurer; and

(d) any one of three other members of the association who have been authorised by the management committee to sign cheques issued by the association.

(6) However, one of the persons who signs the cheque must be the president, the secretary or the treasurer.

(7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.

(8) 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.

(9) All expenditure must be approved or ratified at a management committee meeting and such approval minuted.

44 General financial matters

(1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.

(2) The assets and income of the association shall be applied solely in furtherance of the association's objects and exercising the association's powers.

45 Documents

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

46 Financial year

The end date of the association's financial year is 31 December in each year.

47 Distribution of surplus assets to another entity

(1) This rule applies if the association -

- (a) is wound up under part 10 of the Act; and
 - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the association.
- (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 rule - surplus assets see Section 92(3) of the Act.