

**SUNSHINE COAST CHURCHES
FOOTBALL**

MODEL RULES



NAME

1. The name of the incorporated body shall be Sunshine Coast Churches Football (known as herein as S.C.C.F).
2. The object of the S.C.C.F is to establish, maintain and provide a Seniors Men's soccer competition with a Christian atmosphere.

THE POWERS OF THE ASSOCIATION

3. The powers of the Association are:-
 - 1) To control the funds and other assets and the liabilities of the association known as the "Sunshine Coast Churches Football".
 - 2) To subscribe to, become a member of and co-operate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the S.C.C.F provided that the S.C.C.F shall not subscribe to or support with its funds any club, association or organisation 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 S.C.C.F under or by virtue of rule 33 (10),
 - 3) In furtherance of the objects of the S.C.C.F to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the S.C.C.F or persons frequenting the S.C.C.F premises,
 - 4) To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the S.C.C.F PROVIDED that in case the S.C.C.F shall take or hold any property which may be subject to any trusts the S.C.C.F 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 or the objects and the exercise of the powers or the S.C.C.F; to obtain from any such Government or Authority any rights, privileges and concessions which the S.C.C.F 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 S.C.C.F;

- 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 S.C.C.F, or in or about the incorporated association or promotion of the incorporated body or in the 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 S.C.C.F interests, and to contribute to, subsidise or otherwise assist and take part in the construction, improvement, maintenance, development, working, management, carrying out, alteration or control thereof;
- 9) To invest and deal with the money of the S.C.C.F 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 S.C.C.F 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 manner as may be thought proper and whether upon fluctuating advance account or over-draft 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 S.C.C.F in 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 S.C.C.F;
- 15) To take 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 S.C.C.F, or any money due to the S.C.C.F from purchasers and others;

- 16) To take any gift of property whether subject to any special trust or not, for anyone or more of the objects of the S.C.C.F but subject always to the proviso in sub-rule (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 S.C.C.F, in the shape of donations, annual subscriptions or otherwise;
- 18) To print and publish any newspapers, periodicals, books or leaflets that the S.C.C.F may think desirable for the promotion of its objects;
- 19) In furtherance of the objects of the S.C.C.F to amalgamate with anyone or more incorporated associations having objects altogether or in part similar to those of the S.C.C.F 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 that imposed upon the S.C.C.F under or by virtue of rule 33 (10);
- 20) In furtherance of the objects of the S.C.C.F to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of anyone or more of the incorporated associations with which the S.C.C.F is authorised to amalgamate;
- 21) In furtherance of the objects of the S.C.C.F to transfer all or any part of the property, assets, liabilities and engagements of the S.C.C.F to any one or more of the incorporated associations with which the S.C.C.F is authorised to amalgamate:
- 22) To make donations for patriotic, charitable or community purposes;
- 23) To transact any lawful business in aid of the Commonwealth of Australia in the prosecution of any war in which the Commonwealth of Australia is engaged;
- 24) 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.

MEMBERSHIP

- 4 1) The membership of the S.C.C.F shall consist ordinary members, and any of the following classes of members:-
 - (a) Ordinary members (players);
 - (b) Associate members;
 - (c) Life members;
 - (d) Honorary members;
 - (e) Dual members of S.C.C.S.A & S.C.C.F

- 2) The number of ordinary, associate and life members shall be unlimited.
- 3)
 - (a) Ordinary membership of the S.C.C.F shall be granted to all players registered within the S.C.C.F clubs who have paid a membership fee to the S.C.C.F.
 - (b) Associate membership of the S.C.C.F shall be granted and limited to parents of players and other adults who serve on the Management Committee or have been appointed as club delegates to the General Meetings.
 - (c) Life membership of the Association shall be granted and limited to any persons who in the opinion of the Management Committee have given service to soccer in the Association. This is in conjunction with current life members of the SCCSA.
 - (d) Honorary membership shall be granted and limited to the Patron and Chaplain of the S.C.C.F appointed at an Annual General Meeting.
- 4) Affiliation.
 - (a) A new club applying for affiliation to the S.C.C.F must apply in writing. The Executive Committee will vote on whether to accept the applicant club and voting will be in accordance with general voting procedures.
 - (b) By affiliating, Members and Associates shall agree that the Sunshine Coast Churches Football Constitution takes precedence in all respects over their own club constitution.
 - (c) The Football Federation of Australia Referees – Sunshine Coast Churches Branch will be affiliated with S.C.C.F in the same manner to all affiliated clubs of S.C.C.F with the same voting rights.
5. No Member of the S.C.C.F whilst serving on the Management Committee shall:-
 - 1) Receive any remuneration for their services other than an honorarium limited to a maximum of \$500, and no paid officer of the Association shall be eligible for election to the SCCF Executive or shall have the right to vote at any meeting thereof.
 - 2) Hold office as a member of the SCCSA Executive unless such member is an eligible voting member and a financial member of the Association.

MEMBERSHIP FEES

6. 1) The membership fees for each class of membership shall be such sum as the members shall from time to time at any general meeting so determine.
- 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. Should a club apply for membership for "Ordinary members (players)" after 60% of fixtures games have been played, then the Management Committee shall discount the membership fee by 50% of the fee as was determined at the outset of the season.

TERMINATION OF MEMBERSHIP

7. 1) A member may resign from S.C.C.F 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) 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) has membership fees in arrears for a period of two months or more; or
 - (iv) conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the S.C.C.F;

the Management Committee shall consider whether his membership shall be terminated.

- 3) The member concerned shall be given a full and fair opportunity of presenting his case and if the Management Committee resolves to terminate his membership it shall instruct the secretary to advise the member in writing accordingly.

APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

8. 1) A person whose application for membership has been rejected or whose membership has been terminated may within one month of receiving written notification thereof, lodge with the secretary written notice of his intention to appeal against the decision of the Management Committee.

- 2) Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall convene, within three months of the date of receipt by him of such notice, a general meeting to determine the appeal. At any such meeting the applicant shall be given the opportunity to fully present his case and the Management Committee or those members thereof who rejected the application for membership or terminated the membership subsequently shall likewise have the opportunity of presenting its or their case. The appeal shall be determined by the vote of the members present at such meeting.
- 3) Where a person whose application is rejected, does not appeal against the decision of the Management Committee within the time prescribed by these Rules or so appeals but the appeal is unsuccessful, the secretary shall forthwith refund the amount of any fee paid.

REGISTER OF MEMBERS

9. 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) 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

10. 1) The Management Committee of the S.C.C.F shall consist of a President, Vice-President, Secretary, Treasurer and Match Controller, all of whom shall be members of the Association, and such number of other members as the members of the Association at any general meeting may from time to time elect or appoint.
- 2) The management committee of an incorporated association must ensure the secretary is an individual residing in Queensland, or in another state but no more than 65 km from the Queensland Border, who is –
 - a) a member of the incorporated association elected by the members as secretary; or
 - b) a member of the incorporated S.C.C.F management committee appointed by the committee as secretary; or

- c) appointed by the management committee as secretary (whether or not the individual is a member of the incorporated association).
- 3) The election of officers and other members of Management Committee shall take place in the following manner:-
- a) Any two members of the S.C.C.F shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee;
 - b) The nomination, which shall be in writing, unless otherwise specified, and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen days before the Annual 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 S.C.C.F for at least seven days immediately preceding the Annual 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.
11. 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 or such member may be removed from office at a general meeting of the S.C.C.F 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

12. 1) The Management Committee shall have power at any time to appoint any member of the S.C.C.F to fill any casual vacancy on the Management Committee until the next annual 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 member or 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 S.C.C.F, but for no other purpose.

FUNCTIONS OF THE MANAGEMENT COMMITTEE

13. 1) Except as otherwise provided by these Rules and subject to resolutions of the members of the S.C.C.F carried at any general meeting 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 these Rules are silent.
- 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 manner as the members of the S.C.C.F may think fit and secure the same or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the S.C.C.F in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the S.C.C.F's property, both present and future, and to purchase, redeem or payoff 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 any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the S.C.C.F, and to provide and payoff any such securities: and
 - c) to invest in such manner as the members of the S.C.C.F may from time to time determine.

MEETINGS OF MANAGEMENT COMMITTEE

14. 1) The Management Committee shall meet at least once every calendar month to exercise its functions.
- 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 the 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 in which he is interested, or any matter arising thereout, and if he does so vote his vote shall not be counted.
- 6) Not less than fourteen days notice shall be given by the secretary to members of the Management Committee of any special 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 determine, and if at the adjourned

meeting a quorum is not presented within half an hour from the time appointed for the meeting, the meeting shall lapse.

15.
 - 1) The Management Committee may delegate any of its powers to sub-committee consisting of such members of the S.C.C.F as the Management Committee thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be 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 time appointed for holding the meeting, the members present may choose one of their number 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 deemed to be decided in the negative.
16. 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 shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Management Committee or person acting as aforesaid, or that the members of the Management Committee or any of them were disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
17. A resolution in writing signed by all the members of the Management Committee for the time being entitled to receive notice of a meeting of the Management Committee shall be as valid and effectual 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.

ANNUAL GENERAL OR GENERAL MEETINGS

18. The first general meeting in each New Year shall be held at such time, not being more than three months after the Annual General Meeting, and at such place as the Management Committee may determine.
19.
 - 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 S.C.C.F 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.
- 3) At the Annual General Meeting two (2) club delegate members from each club shall be entitled to one vote each.
20. The secretary shall convene a special general meeting:-
- a) When directed to do so by the Management Committee; or
 - b) On the requisition in writing signed by not less than one-third of the members presently on the Management Committee or not less than the number of ordinary members of the Association which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat; or
 - c) On being given a notice in writing of an intention to appeal against the decision of the Management Committee to reject an application for membership or to terminate the membership of any person.
- 21
- 1) At any general meeting the number of affiliate representatives to constitute a quorum is at least 60% or 8 of the financial affiliate bodies (whichever is the higher number) need to be represented, with a maximum of 1 voting delegate.
 - 2) No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business. For the purposes of this rule a "member" includes a person attending as a proxy or as representing a corporation/club which is a member'.
 - 3) If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Management Committee or the Association, 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 determine, and if at the adjourned meeting a quorum is not present within a 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 meeting at which a quorum is present (and shall if so direct by the meeting), adjourn the meeting from time to time and from place to place, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place. When a meeting is adjourned for thirty days or more, notice of the adjourned 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 an adjourned meeting.
- 22.
- 1) The secretary shall convene all general meetings of the Association by giving not less than 14 days notice of any such meeting to the members of the S.C.C.F.
 - 2) The manner by which such notice shall be given shall be determined by the Management Committee PROVIDED that notice of any meeting convened for the purpose of hearing and determining the appeal of a member against the rejection or termination of his membership by the Management Committee, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
23. Unless otherwise provided by these Rules, at every general meeting:-
- 1) The President shall preside as Chairman, or if there is no President, 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, matter or resolution shall be decided by a majority of votes of the members present;
 - 4) Every club gets two (2) votes at all club meetings. Should a club be short of that number (2 votes), if an executives member represents that club as a proxy, that club representative on the Executive may vote by proxy to fulfil that clubs voting rights. All clubs including the Executive are only entitled to two (2) votes, with the Association President having a casting vote in the event of a tied vote. 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 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 manner as he shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting at which the ballot was demanded,
- 6) The secretary shall cause full and accurate minutes of all question's 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 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 Annexure "A"

24. 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 S.C.C.F and any by-law may be set aside by a general meeting of members. The By-Laws are set out in Annexure "A".

Amendments can only be made to the "By-Laws" at a Meeting of the Clubs with a minimum of 14 days notice.

CODES OF ETHICS & BEHAVIOR Annexure "B"

25. By affiliating, Members and Associates shall agree to abide by the following:
 - 1) SCCF - Code of Ethics
 - 2) SCCF - Players' Code of Behaviour
 - 3) SCCF - Parents' Code of Behaviour
 - 4) SCCF - Coaches' Code of Behaviour
 - 5) SCCF - Administrators' Code of Behaviour
 - 6) SCCF - Officials' Code of Behaviour

7) SCCSA - Spectators' Code of Behaviour

Amendments can only be made to the "Code of Ethics & Behaviour" at a Meeting of the Clubs with a minimum of 14 days notice.

DUTIES & RESPONSIBILITIES Annexure "C"

26. By affiliating, Members and Associates taking on office bearer responsibilities shall agree to abide by the job descriptions as set out in Annexure "C":

Amendments can be made to the "Duties & Responsibilities" at either a Meeting of the Clubs or an Executive meeting with a minimum of 14 days notice.

LIFE MEMBERS Annexure "D"

27. Guidelines and a register are set out in Annexure "D"

Amendments can only be made to the guidelines to approve a Life Member at a Meeting of the Clubs or S.C.C.F Executive meeting with a minimum of 14 days notice. However the Register can be updated when necessary.

TEAM SHEET BOOK Annexure "E"

28. Content contains local rules, guidelines and S.C.C.F particulars and is displayed in Annexure "E"

Amendments can only be made to the "Team Sheet Book" in conjunction with the SCCSA Council of Clubs meeting and the S.C.C.F with a minimum of 14 days notice.

AGREEMENT REGISTER Annexure "F"

29. Register of all agreements including loan agreements to member clubs. All agreements will be displayed in Annexure "F"

Amendments will be made to the "Agreement Register" when any new agreement has been entered into by the Management Committee of SCCSA.

GENERAL REGISTER Annexure "G"

30. Register of all updated Honour Roll, current year Executive, current Club Particulars and Updated Award winners. All Registers will be displayed in Annexure "G"

All registers will be updated within one (1) month of any alteration.

ALTERATION OF RULES

31. Subject to the provisions of the Associations Incorporation Act, 1981, these Rules may be amended, repealed or added to by a special resolution carried at a general meeting. However, an amendment, repeal or addition is valid only if it is registered by the chief executive.

COMMON SEAL

32. The management committee shall provide for a common seal and for its safe custody. The common seal shall only be used 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

33.
 - 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 recouplement's 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 ratified at a 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, an,
 - b) The assets and liabilities and of all mortgages, charges and securities affecting the property of the S.C.C.F 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 S.C.C.F 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 S.C.C.F provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect or moneys advanced by him to the S.C.C.F or otherwise owing by the S.C.C.F to him or of remuneration to any officers or servants of the S.C.C.F or to any member of the S.C.C.F or other person in return for any services actually rendered to the S.C.C.F on 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 S.C.C.F or reasonable and proper rent for premises demised or let to the S.C.C.F.

DOCUMENTS

34. The management committee shall provide for the safe custody of books, documents, instruments of title and securities of the S.C.C.F.

FINANCIAL YEAR

35. The financial year of the S.C.C.F shall close on 31st August in each year.

DISTRIBUTION OF SURPLUS ASSETS

36. 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 S.C.C.F, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the S.C.C.F, and which shall prohibit the distribution of its or their income and property among it's or their members to an extent at least as great as is imposed on the S.C.C.F under or by virtue of rule 33 (10), such institution or institutions to be determined by the members of the Association.