

**RULES
OF THE**

PEREGIAN BEACH KINDERGARTEN AND PRESCHOOL ASSOCIATION INC.

1. NAME

The name of the incorporated association shall be Peregian Beach Kindergarten Association and Preschool Association Incorporated (referred to in these Rules called "the Association").

2. OBJECTS

The objects for which the Association is established are: -

- [a] To establish and maintain a kindergarten, preschool, or other early childhood centre as defined from time to time.
- [b] To encourage and maintain a high standard of building, equipment and staffing of all centres.
- [c] To disseminate knowledge of early childhood principles and to promote proper guidance and care of the preschool child.
- [d] To provide opportunities for community endeavour for the welfare of preschool children.
- [e] Generally, in furtherance of the objects of the Association, or such other objects not specifically hereinbefore referred to, as shall be determined by the Committee.

3. POWERS

The powers of the Association are:

- [a] To subscribe to, become a member of and cooperate with any other association, 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 26 [k]
- [b] 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.
- [c] 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 Association and enter into and

sign any contract or agreement which may be necessary as a consequence of so doing: 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.

- [d] 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.
- [e] To appoint, employ, remove or suspend such directors, teachers, assistants, supervisors, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- [f] 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 the furtherance of its objects.
- [g] 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, working, management, carrying out, alteration or control thereof.
- [h] 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 subject where applicable to Regulation 33 of the Collections Regulations 1998.
- [i] 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.
- [j] 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 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 payoff any such securities.
- [k] To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments.
- [l] 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.

- [m] 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 Association, or any money due to the Association from purchasers and others.
- [n] To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Associations but subject always to the provision in subrule [c] of this Rule.
- [o] 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 membership or otherwise.
- [p] To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
- [q] In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having objects similar to those 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 that imposed upon this Association and which is a fund, authority or institution approved by the Commissioner of Taxation as a fund, authority or institution referred to in section 50-5 of the Income Tax Assessment Act 1997.
- [r] In furtherance of the objects of the Association to purchase or otherwise acquire and undertake all or any part of the property, assets, liabilities and engagements of any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- [s] In furtherance of the objects of the Association to transfer all or any part of the property, assets, liabilities and engagements of the Association to any one or more of the incorporated associations with which the Association is authorised to amalgamate.
- [t] To make donations for patriotic, charitable or community purposes.
- [u] 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.
- [v] 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.

4. **CLASSES OF MEMBERS**

- [a] The membership of the Association shall consist of Ordinary Members and Honorary Life Members.
 - (1) Honorary Life Members shall be such persons, as, having rendered outstanding service to the Association, or for any other sufficient reasons, are elected such by a special resolution by the Association.
- [b] The number of Ordinary Members and Honorary Life Members shall be unlimited.

5. **MEMBERSHIP**

- [a] Every applicant for membership of the Association (and subject to subrules [b]& [c]) shall be proposed by one member of the Association and seconded by another member. The application for membership shall be made in writing, signed by the applicant and applicant's proposer and seconder and shall be in such form as the Management Committee from time to time prescribes and accompanied by the membership fee. Every applicant must be over the age of 18 years.
- [b] Subject to these Rules, the parent or parents or guardian or guardians of any child enrolled in any centre conducted by the Association shall be deemed to be a financial member of the Association on payment of the membership fee as prescribed by clause 6[c].
- [c] If both parents or guardians wish to be members and each be entitled to a vote at any Annual General or General Meeting, two Membership Fees must be paid.

6. **MEMBERSHIP FEES**

- [a] The annual membership fees shall be such sum as the members shall from time to time at any general meeting so determine.
- [b] The membership fees shall be payable at such time and in such manner as the Management Committee shall from time to time determine.
- [c] In the case of the parent/parents or guardian/guardians of children attending any centre conducted by the Association in any year, the membership fee/s for that year shall be due and payable at the time of payment of the child's attendance fees for the first semester (term) or on enrolment as the case may be.
- [d] A financial member at any material time is a member who is not then indebted to the organisation in respect of any annual membership.
- [e] Only those members who are financial members at the time shall be entitled, subject to the lawful procedure of the meeting, to speak or vote upon any motion at any annual general meeting of the organisation.
- [f] Honorary Life Members shall retain the same rights as Ordinary Members of the Association, but shall, by virtue of their election be exempt from payment of the Annual Membership Fee.

7. **ADMISSION AND REJECTION OF MEMBERS**

- [a] At the next meeting of the Management Committee after the receipt of any application and the fee applicable for membership, such application shall be considered by the Management Committee, who shall thereupon determine upon the admission or rejection of the applicant.
- [b] Any applicant who receives a majority of the votes of the members of the Management Committee present at the meeting at which such application is being considered shall be accepted as a member.

- [c] Upon the acceptance or rejection of an application for membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- [d] Honorary Life Members shall be such persons, as having rendered outstanding service to the Association, or for any other sufficient reasons, are elected such by a special resolution by the Association.

8. **TERMINATION OF MEMBERSHIP**

- [a] 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.
- [b] If a member
 - [i] is convicted in a Court of Law of an indictable offence; or
 - [ii] fails to comply with any of the provisions of these Rules; or
 - [iii] has membership or other fees in arrears for a period of two months or more; or
 - [iv] conducts himself/herself in a manner considered to be injurious or prejudicial to the character or interests of the Association:the Management Committee shall consider whether the member's membership shall be terminated.
- [c] 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.

9. **APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP**

- [a] 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.
- [b] 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.
- [c] 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 membership fee paid.

10. **REGISTER OF MEMBERS**

- [a] 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.

- [b] Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Management Committee or the members at any general meeting may require from time to time.
- [c] The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

11. **MEMBERSHIP OF MANAGEMENT COMMITTEE**

- [a] The Management Committee of the Association shall consist of an executive sub-committee of President, VicePresident, Secretary and Treasurer, 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.
- [b] **The Management Committee may be made up of current parents, past parents, future parents (including Playgroup parents) and grandparents of kindergarten students. Should any parents/grandparents in these groups wish to nominate, their membership fees for that year will be paid for by the Kindergarten.**
- [c] 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 reelection.
- [d] The election of officers and other members of the Management Committee shall take place in the following manner:
 - [i] Any two members of the Association shall be at liberty to nominate any other member to serve as an officer or other member of the Management Committee.
 - [ii] The nomination, which shall be in writing and signed by the member and his proposer and seconder, shall be lodged with the secretary at least fourteen (14) days before the annual general meeting at which the election is to take place.
 - [iii] A list of the candidates' names in alphabetical order, with the proposers' and seconds' 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 annual general meeting.
 - [iv] 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. The Chairman of the meeting shall appoint two members to conduct the secret ballot in such manner as he/she shall determine and the result of the ballot as declared by the Chairman shall be deemed to be the resolution of the meeting.
 - [v] Should, at the commencement of such meetings, there be an insufficient number of candidates nominated, nominations may be taken from the floor of the meeting.

- [e] 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 Association where the 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.

12. VACANCIES ON MANAGEMENT COMMITTEE

- [a] 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 annual general meeting.
- [b] 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 Association, but for no other purpose.

13. FUNCTIONS OF THE MANAGEMENT COMMITTEE

- [a] Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Management Committee
 - [i] shall have the general control and management of the affairs, property and funds of the Association; and
 - [ii] shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- [b] The Management Committee may exercise all the powers of the Association -
 - [i] to borrow or raise or secure the payment of money in such manner as the members of the Association 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 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;
 - [ii] to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Queensland 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 Association and to provide and pay off any such securities; and
 - [iii] to invest in such manner as the members of the Association may from time to time determine subject where applicable to Regulation 33 of the Collections Regulations 1998

- [c] **The outgoing Management Committee has the responsibility to participate in a handover period with the newly elected members of the incoming Management Committee. This handover period officially commences at the AGM and ends with the attendance of the outgoing Management Committee members at the first Management Committee meeting of the new calendar year. This handover period is required for all outgoing committee members with the exception of general committee members. The responsibilities of the handover period include passing over incomplete actions from the previous year, training on aspects of the committee role, introduction of newly elected committee members to relevant third parties and general support and assistance during their initial period in the role.**

14. **MANAGEMENT COMMITTEE MEETINGS/QUORUM/VOTING**

- [a] The Management Committee shall meet at least once every calendar month to exercise its functions.
- [b] 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 Management Committee, which requisition shall clearly state the reason why such special meeting is being convened and the nature of the business to be transacted thereat.
- [c] 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. Voting shall be by show of hands and no proxy votes will be accepted.
- [d] 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.
- [e] A member of the Management Committee shall not vote in respect of any contract or proposed contract with the Association in which he/she is interested, or any matter arising thereout, and if he/she does so vote his/her vote shall not be counted.
- [f] 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.
- [g] 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.
- [h] 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 present within half an hour from the time appointed for the meeting, the meeting shall lapse.

15. SUBCOMMITTEES

- [a] The Management Committee may delegate any of its powers to a subcommittee consisting of such members of the Association as the Management Committee thinks fit. Any subcommittee 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.
- [b] A subcommittee 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.
- [c] A subcommittee 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 equality of votes, the question shall be deemed to be decided in the negative.

16. COMMITTEES OTHER MATTERS

- [a] All acts done by any meeting of the Management Committee or of a subcommittee 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 was disqualified, be as valid as if every such person had been duly appointed and was qualified to be a member of the Management Committee.
- [b] 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.

17. ANNUAL GENERAL OR GENERAL MEETINGS

- [a] The annual general meeting shall be held within three months of the close of the financial year.
- [b] The business to be transacted at every annual general meeting shall be -
 - [i] 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;
 - [ii] the receiving of the director's report for the preceding year;

- [iii] the receiving of the auditor's report upon the books and accounts for the preceding financial year;
- [iv] the election of members of the Management Committee; and
- [v] the appointment of an auditor.
- [vi] any other business for which the appropriate notice has been given to members

18. SPECIAL GENERAL MEETINGS

- [a] The Secretary shall convene a special general meeting
 - [i] when directed to do so by the Management Committee; or
 - [ii] on the requisition in writing signed by not less than onethird 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
 - [iii] 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.

19. GENERAL MEETINGS - QUORUM AND ADJOURNMENT

- [a] At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Management Committee plus one.
- [b] 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.
- [c] 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 half an hour from the time appointed for the meeting, the members present shall be a quorum.
- [d] The Chairman may, with the consent of any 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 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.

- [e] 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.

20. **NOTICE OF MEETINGS**

- [a] 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 Association.
- [b] 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.

21. **CONDUCT OF GENERAL MEETINGS**

Unless otherwise provided by these Rules, at every general meeting

- [a] 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;
- [b] the Chairman shall maintain order and conduct the meeting in a proper and orderly manner;
- [c] every question, matter or resolution shall be decided by a majority of votes of the members present;
- [d] every financial member present shall be entitled to one vote and in the case of an equality of votes the chairman shall have a second or casting vote: Provided that no member shall be entitled to vote at any general meeting if his annual membership is in arrears at the date of the meeting.
- [e] voting shall be by show of hands or a division of members, unless not less than one-fifth of financial 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;

22. **MINUTES OF MEETINGS**

- [a] 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 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;

- [b] 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.

23. **BYLAWS**

The Management Committee may from time to time make, amend or repeal bylaws, not inconsistent with these Rules, for the internal management of the Association and any bylaw may be set aside by a general meeting of members.

24. **ALTERATION OF RULES**

- [a] Subject to the provisions of the *Associations Incorporation Act 1981*, these Rules may be amended, repealed or added to from time to time by a special resolution carried by a three fourths majority of members present at any general meeting: Provided that all members shall have received due notice of such amendment, repeal or addition.
- [b] However an amendment, repeal or addition is valid only if it is registered by the chief executive of the Government department responsible for administration of the Associations Incorporation Act.
- [c] The Australian Taxation Office shall be notified of any changes to the school building fund's rules or other founding documents.

25. **COMMON SEAL**

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.

26. **FUNDS AND ACCOUNTS**

- [a] The income and property of the Association shall be applied in promotion of the Associations objects.
- [b] The funds of the Association shall be banked in the name of the Association in a financial institution as decided by the Management Committee.
- [c] 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.
- [d] All moneys shall be banked as soon as practicable after receipt thereof
- [e] All amounts of one hundred dollars or over shall be paid by cheque, electronic funds transfer or other electronic means as available and signed/authorised by any two of the president, secretary, treasurer or other member or person authorised from time to time by the Management Committee.
- [f] Cheques shall be crossed "not negotiable" except those in payment of wages, allowances or petty cash recoupmets which may be open.

- [g] The Management Committee shall determine the amount of petty cash which shall be kept on the imprest system.
- [h] All expenditure shall be approved or ratified at a Management Committee meeting.
- [i] As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:
 - [i] the income and expenditure for the financial year just ended; and
 - [ii] the assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- [j] 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.
- [k] 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.

27. **EMPLOYEES**

- [a] No member shall admonish or reprimand an employee, but if a member has any complaint he shall make the same in writing to the Secretary who shall bring the same before the Committee.
- [b] No employee of the Association shall be entitled to be elected or appointed or otherwise hold a position or office on the Management Committee of the Association.

28. **DOCUMENTS**

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

29. **FINANCIAL YEAR**

The financial year of the Association shall close on 31st December in each year.

30. **REGISTRATION AND AFFILIATION**

- [a] The Association may make application for affiliation with The Gowrie (QLD) Inc.
- [b] The Association shall make application for a sanction under the *Collections Act of 1966 to 1981*.

31. **KINDERGARTEN/PRESCHOOL SCHOOL BUILDING FUND**

- [a] The Kindergarten/Preschool School building fund is to be set up in accordance with the provisions of the *Income Tax Assessment Act 1997* and the Association will apply to be endorsed as a Deductible Gift Recipient (DGR) for the operation of the School Building Fund under this Act.
- [b] The kindergarten or pre-school school building fund is a public fund set up solely to acquire, construct and maintain building/s to be used as a kindergarten / preschool. The term "building" includes one building, a group of buildings or part of a building predominantly used as a kindergarten or pre-school.
- [c] A controlling sub-committee of three members is required. The majority of members of this sub-committee should be persons who are considered to have a degree of responsibility to the general community as a whole in accordance with the Australian Taxation Office requirements.
- [d] Moneys from this fund must not be used to provide playgrounds, car parks, landscaping, furniture, equipment or to pay kindergarten running costs.
- [e] The building fund must only receive money or property by way of gift or their accretions from such gifts. It must not receive compulsory attendance fees or any other receipts that are not gifts including those referred to in [f].
- [f] Receipts such as Government grants, receipts from sponsorships or commercial activities, proceeds of raffles, charity auctions, dinners and the like are not gifts and can not be credited to the building fund.
- [g] A separate bank account and separate records must be maintained in accordance with Australian Tax Office requirements.
- [h] Receipts issued for gifts to the School Building Fund must state:
 - i. The name of the School Building Fund;
 - ii. The Australian Business Number of the association; and
 - iii. The fact that the receipt is for a gift.
- [i] Contributions to the fund must be sought from the public.
- [j] The fund must operate on a non-profit basis. Moneys must not be distributed to members of the managing sub-committee except as reimbursement for out of pocket expenses incurred on behalf of the fund or proper remuneration for administrative services.

- [k] The full name of the fund is _____ School Building Fund.
- [l] The fund is subject to the provisions of the Associations Incorporation Act 1981 and the resolutions of the management committee of the association.

DISSOLUTION & DISTRIBUTION OF SURPLUS ASSETS ON WINDING UP

- 32.** Upon the dissolution of the Association in accordance with the provisions of the Association's Incorporation Act (as amended) the property and other assets of the Association shall not be paid to or distributed among the members but shall be distributed or transferred in accordance with the following provision:

Any other property or assets of the Association other than the funds of the school building fund remaining after satisfaction of all its debts and liabilities shall be distributed or transferred to some other institution or institutions whether incorporated or not having objects similar to the objects of the Association and which shall prohibit the distribution of its or their own income

or property amongst its or their members to the same extent at least as great as is imposed on the Association under or by virtue of Clause 3(q) of these Rules, such institution or institutions to be determined by the members at or before the time of dissolution or in default thereof by the Supreme Court of Queensland, provided that such institution or institutions shall meet the requirements of Section 50-5 of the *Income Assessment Act 1997*.

- 33.** If the school building fund is wound up or if the endorsement (if any) of the organisation as a deductible gift recipient is revoked, any surplus assets of the School Building Fund remaining after the payment of liabilities attributable to it shall be transferred to a fund, authority or institution to which income tax deductible gifts can be made.