

RULES
The Darling Downs Irish Club Inc.

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RULES

1. RULES

A word or expression that is not defined in these rules, but is defined in the *Associations Incorporation Act 1981* has, if the context permits, the meaning given by the Act.

2. NAME

The name of the incorporated association is The Darling Downs Irish Club Inc. (in these Rules called "the Club"), incorporated on 10 September 1987 under the Associations Incorporation Act 1981 (Incorporation Certificate No. 3161).

3. OBJECTS

The objects of the Club are:

- a) To foster social interaction between the Irish born, those of Irish descent and those interested in Irish culture.
- b) To promote the study of and understanding of Irish and Australian history, literature and

culture.

- c) To carry out such activities as the committee or members consider suitable to advance the standing of the Irish in Toowoomba and the Darling Downs and publicising the activities of the Club.

4. POWERS

- (1) The Club has the powers of an individual
- (2) The Club 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) issue secured and unsecured notes, debentures and debenture stock, and
 - e) enter into loan and leasing arrangements with financial institutions, and
 - f) do other things necessary or convenient to be done in carrying out its affairs.
- (3) Before a major decision is made affecting the very nature and future of the Club, the Management Committee must explain the background and put the proposal for approval at a special general meeting of the National members. For example, a proposal to sell a major asset or wind up the Club under Rule 34.

5. CLASSES OF MEMBERS

- (1) The membership of the Club shall consist of any of the following classes of members:
 - a) National membership;
 - a. membership with full voting rights
 - b. must have connection with Ireland by birth or descent.
 - b) Associate membership;
 - a. no right to vote at any meeting or hold office.

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- c) Life membership;
 - a. conferred on National members who have rendered special services to the Club
 - b. exempt from payment of membership fees
 - c. retain rights and privileges of a National member
 - d. nomination shall be approved by the Management Committee
 - e. confirmation required by a vote of four/fifths of the members present at a General Meeting.
 - d) Honorary membership;
 - a. Management Committee may confer on distinguished individuals and Irish visitors of note
 - b. no right to vote at any meeting or hold office
 - c. secretary shall keep a record of the names and addresses of all persons so admitted, and shall report thereon to next meeting of Management Committee
 - d. entitled to same social privileges, and subject to the same Rules and By-Laws as Associate members.
- (2) The number of members of each class is unlimited

6. MEMBERSHIP

- (1) An applicant for membership as a National member shall be at least eighteen (18) years of age and be connected with Ireland by birth or descent.
- (2) An applicant for membership who is not eligible for National membership by reason only of the absence of connection with Ireland by birth or descent, shall be eligible for election as an Associate member.
- (3) An applicant for membership of the Club must be proposed by one National member of the Club (the **proposer**) and seconded by another National member (the **second**er).
- (4) An application for membership must be-
 - a) in writing; and

- b) signed by the applicant and the applicant's proposer and seconder; and
- c) in the form decided by the Management Committee, and
- d) accompanied by the appropriate membership fee.

7. MEMBERSHIP FEES

(1) The membership fees for each class of membership –

- a) is the amount decided by the Management Committee from time to time; and
- b) is payable when, and in the way, the Management Committee decides.

(2) If any member's subscription becomes three (3) calendar months in arrears, the member shall on the expiration of that period automatically cease to be a member of the Club. Any member whose subscription has not been paid for a financial year of the Club is not eligible to vote at any meeting or election of the Club held in that financial year.

8. ADMISSION AND REJECTION OF MEMBERS

- (1) The Management Committee must consider an application for membership at the next meeting of the committee held after it receives-
 - (a) the application; and
 - (b) the appropriate membership fee for the application.
- (2) The Management Committee must decide at the meeting whether to accept or reject the application.
- (3) If a majority of the Management Committee members present at the meeting vote to accept the applicant as a member, the applicant must be accepted as a member to the class of membership applied for.
- (4) The secretary of the Club must, as soon as practicable after the Management Committee decides to accept or reject an application, give the applicant a written notice of the decision.

9. TERMINATION OF MEMBERSHIP

- (1) A member may resign from the Club by giving a written notice of resignation to the

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secretary.

- (2) The resignation takes effect on –
 - a) the day and at the time the notice is received by the secretary; or
 - b) if a later day is stated in the notice – the later day.
- (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 three (3) months; or
 - d) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club.
- (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 committee must give the member a written notice of the decision.

10. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

- (1) A person whose application for membership has been rejected, or whose membership has been terminated, may give the secretary written notice of the person's intention to appeal against the decision.
- (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 three (3) months after the day of receipt, call a general meeting to decide the appeal.
- (4) At the meeting, the applicant must be given a full and fair opportunity to show why the application should not be rejected or the membership should not be terminated.
- (5) The Management Committee and the committee members who rejected the application or terminated the membership must also be given an opportunity to show why the application should be rejected or the membership should be terminated.

- (6) An appeal must be decided by a vote of the members present at the meeting.
- (7) If a person whose application has been rejected does not appeal against the decision within one (1) month after receiving written notice of the decision, or the person appeals but the appeal is unsuccessful, the secretary must, as soon as practicable, refund the membership fee paid by the person.

11. REGISTER OF MEMBERS

- (1) The Management Committee must keep a Register of Members.
- (2) The Register of Members must include the following particulars for each member-
 - (a) the full name and residential address of the member;
 - (b) the date of admission as a member;
 - (c) the date of death or resignation of the member;
 - (d) details about the termination or reinstatement of membership;
 - (e) any other particulars the Management Committee or the members at a general meeting decide.
- (3) The Register of Members must be open for inspection by National members at all reasonable times, however
- (4) Before the member may inspect the register, the member must apply to the secretary to inspect it.

12. SECRETARY

- (1) The secretary must be a person who is -
 - (a) a member of the Club elected by the Club as secretary; or
 - (b) any of the following persons appointed by the Management Committee-
 - (i) a member of the Club's Management Committee;
 - (ii) a member of the Club;

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- (iii) another person.
- (2) The Management Committee may appoint and remove the Club's secretary at any time.
- (3) 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 Club within one (1) month after the vacancy happens.

13. MEMBERSHIP OF MANAGEMENT COMMITTEE

- (1) The Management Committee of the Club consists of a president, vice-president, treasurer, and nine (9) other members the Club members elect or appoint at a general meeting.
- (2) A member of the Management Committee must be a National member of the Club and have been a paid up financial member for a period of fifteen (15) months.
- (3) At each annual general meeting of the Club, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

14. ELECTING THE MANAGEMENT COMMITTEE

- (1) A member of the Management Committee may only be elected as follows-
 - (a) any two (2) members of the Club 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 fourteen (14) days before the annual general meeting at which the election is to be held;
 - (c) each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies;
 - (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 list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be mailed to members at least seven (7) days immediately preceding the annual general meeting.
- (3) If required by the Management Committee, balloting lists must be prepared containing the

names of the candidates in alphabetical order.

15. RESIGNATION OR REMOVAL FROM OFFICE OF MANAGEMENT COMMITTEE MEMBER

- (1) A Management Committee member may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect on-
 - (a) the day and at the time the notice is received by the secretary; or
 - (b) if a later day is stated in the notice - the later day.
- (3) A member may be removed from office at a general meeting of the Club if a majority of the members present at the meeting vote in favour of removing the member.
- (4) Before a vote of members is taken about removing the member from office, the member must be given a full and fair opportunity to show cause why he or she should not be removed from office.
- (5) A member has no right of appeal against the member's removal from office under this section.

16. VACANCIES ON MANAGEMENT COMMITTEE

- (1) If a casual vacancy happens on the Management Committee, the continuing members of the committee may appoint another member of the association to fill the vacancy until the next annual general meeting.
- (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 fewer than the number fixed under these rules as a quorum of the Management Committee,¹ 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 Club.

¹ For the number of members to form a quorum, see section 18 (Meetings of management committee)

17. FUNCTIONS OF MANAGEMENT COMMITTEE

- (1) Subject to these rules or a resolution of the Club members carried at a general meeting, the Management Committee -
 - (a) has the general control and management of the administration of the affairs, property and funds of the Club; and
 - (b) has authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent.

- (2) The Management Committee may exercise the powers of the Club -
 - (a) to borrow, raise or secure the payment of amounts in a way the Club members 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 Club in any way, including by the issue of debentures (perpetual or otherwise) charged upon the whole or part of the Club'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 Club; and
 - (g) to provide and pay off any securities issued; and
 - (h) to invest in a way the members of the Club may from time to time decide.

- (3) For sub-section (2)(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 Club; or
 - (b) if there is more than one financial institution for the Club - the financial institution used by the Club, and nominated by the management committee.

18. MEETINGS OF MANAGEMENT COMMITTEE

- (1) Subject to subsections (2) to (16), 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 committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the committee.
- (5) If the secretary receives a written request signed by at least one third of the Management Committee members, the secretary must call a special meeting of the committee.
- (6) A request for a special meeting must state-
 - (a) why the special meeting is being called; and
 - (b) the business to be conducted at the meeting.
- (7) At a Management Committee meeting, more than half of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- (8) A question arising at a committee meeting is to be decided by a majority vote of committee members present at the meeting and, if the votes are equal, the question is decided in the negative.
- (9) A Management Committee member must not vote on a question about a contract or proposed contract with the Club 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.
- (10) The secretary must give each Management Committee member at least 14 days notice of a special meeting of the committee.
- (11) 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.
- (12) The president or, if there is no president or if the president is not present within ten (10) minutes after the time fixed for a Management Committee meeting, the vice-president is to

preside as chairperson at the meeting.

- (13) If the president and the vice-president are absent from a Management Committee meeting, the members may elect one (1) of their number to preside as chairperson at the meeting.
- (14) If a quorum is not present within thirty (30) minutes after the time fixed for a Management Committee meeting called on the request of committee members, the meeting lapses.
- (15) If a quorum is not present within thirty (30) minutes after the time fixed for a Management Committee meeting called other than on the request of committee members, the meeting is to be adjourned to-
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the committee.
- (16) If, at the adjourned meeting mentioned in subsection (15), a quorum is not present within thirty (30) minutes after the time fixed for the meeting, the meeting lapses.

19. DELEGATION OF MANAGEMENT COMMITTEE POWERS

- (1) The Management Committee may delegate the whole or part of its powers to a subcommittee consisting of the Club members considered appropriate by the committee.
- (2) A subcommittee may only exercise delegated powers in the way the Management Committee decides.
- (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 ten (10) minutes after the time fixed for a meeting, the members present may elect one (1) of their number to be 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.

20. 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) Subsection (1) applies even if the act was performed when-
- (a) there was a defect in the appointment of a member of the Management Committee, subcommittee or person acting as a member of the Management Committee.

21. RESOLUTIONS OF MANAGEMENT COMMITTEE WITHOUT MEETING

- (1) A written resolution signed by each member of the Management Committee for the time being entitled to receive notice of a committee meeting is as valid and effectual as if it had been passed at a committee meeting that was properly called and held.
- (2) A resolution mentioned in subsection (1) may consist of several documents in like form, each signed by one (1) or more members of the committee.

22. ANNUAL GENERAL MEETINGS

An annual general meeting must be held -

- (a) at least once each year; and
- (b) within three (3) months after the end of the Club's previous financial year.

23. BUSINESS TO BE CONDUCTED AT ANNUAL GENERAL MEETING

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

- (a) reading and adopting minutes of last annual general meeting
- (b) receiving report of Management Committee and the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Club for the last financial year;²
- (c) receiving the auditor's report on the financial affairs of the Club for the last financial year;
- (d) presenting the audited statement to the meeting for adoption;

² This statement is required to be prepared under the Associations Incorporation Act 1981, section 59 (Audit and statement).

- (e) electing members of the Management Committee;
- (f) appointing an auditor.

24. SPECIAL GENERAL MEETING

- (1) The secretary may only call a special general meeting only by giving each member notice of the meeting within fourteen (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 one third of the members of the Club presently on the Management Committee; or
 - (ii) at least the number of National members of the Club equal to double the number of members of the Club presently on the Management Committee plus one (1);
 - (c) being given a written notice of an intention to appeal against the decision of the Management Committee-
 - (i) to reject an application for membership; or
 - (ii) to terminate a person's membership.
- (2) A request mentioned in subsection (1) (b) must state-
 - (a) why the special general meeting is being called; and
 - (b) the business to be conducted at the meeting.

25. NOTICE OF GENERAL MEETING

- (1) The secretary shall call a general meeting of the Club –
 - (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 National members of the Club which equals double the number of members presently on the Management Committee plus one. Such requisition shall clearly

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state the reasons why such special general meeting is being convened and the nature of the business to be transacted thereat.

- (2) The secretary must give at least fourteen (14) days notice of the meeting to each National member.
- (3) The Management Committee may decide the way in which the notice must be given.
- (4) However, notice of the following meetings must be given in writing, or
 - (a) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the Management Committee; or
 - (b) a meeting called to hear and decide a proposed special resolution of the Club.
- (5) A notice of a general meeting must state the business to be conducted at the meeting.

26. QUORUM FOR, AND ADJOURNMENT OF, GENERAL MEETING

- (1) Subject to subsection (5), at a general meeting the number of members equal to double the number of members of the Club presently on the Management Committee plus one (1) form a quorum.
- (2) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- (3) If a quorum is not present within thirty (30) minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Club, the meeting lapses.
- (4) If a quorum is not present within thirty (30) minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Club, the meeting is to be adjourned to-
 - (a) the same day, time and place in the next week; or
 - (b) a day, time and place decided by the Management Committee.
- (5) If at an adjourned meeting, a quorum under subsection (1) is not present within thirty (30) minutes after the time fixed for the meeting, the members present form a quorum.
- (6) The chairperson may, with the consent of any meeting at which a quorum is present, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

- (7) If a meeting is adjourned under subsection (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (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 thirty (30) days.
- (9) If a meeting is adjourned for at least thirty (30) days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
- (10) In this rule -

"member" includes a person attending as a proxy.

27. PROCEDURE AT GENERAL MEETING

- (1) Subject to these rules, at each general meeting -
 - (a) the president or, if there is no president or if the president is not present within fifteen (15) minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson; and
 - (b) if the vice-president is absent or unwilling to act as chairperson, the members present must elect 1 of their number to be chairperson of the meeting; and
 - (c) the chairperson must conduct the meeting in a proper and orderly way; and
 - (d) each question, matter or resolution must be decided by a majority of votes of the members present; and
 - (e) each member present and entitled to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote; and
 - (f) a member is not entitled to vote at a general meeting if the member's annual subscription is in arrears at the date of the meeting; and
 - (g) voting may be by a show of hands or a division of members, unless at least one-fifth of the members present demand a secret ballot; and
 - (h) if a secret ballot is held, the chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides; and
 - (i) the result of a secret ballot as declared by the chairperson is taken to be a resolution

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- of the meeting at which the ballot was held; and
- (j) a member may vote in person or by proxy or by attorney and-
 - (i) on a show of hands, each person present who is a member or a representative of a member has one (1) vote; and
 - (ii) in a secret ballot, each member present in person or by proxy or by attorney or other properly authorised representative has one (1) vote; and
 - (k) an instrument appointing a proxy must be in writing and be signed by the appointor or the appointor's attorney properly authorised in writing; and
 - (l) a proxy may be a member of the Club or another person; and
 - (m) the instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot; and
 - (n) if someone wants to give a member an opportunity to vote for or against a resolution, the instrument appointing a proxy must be in the following or like form -

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I, _____ of _____, being a member of the Club, appoint _____ of _____, _____ as my proxy to vote for me on my behalf at the (annual) general meeting of the Club, to be held on the _____ day of _____, 20____, and at any adjournment of the meeting.

Signed this _____ day of _____, 20____.

Signature.

This form is to be used _____ * in favour of _____ the resolution.
_____ *against

*Strike out whichever is not wanted. (Unless otherwise instructed, the proxy may vote as the proxy considers appropriate.); and

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- (o) each instrument appointing a proxy must be given to the secretary before the start of the meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
 - (p) the secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting and general meeting are entered in a minute book; and
 - (q) the secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial National member who previously applies to the secretary for the inspection.
- (2) To ensure the accuracy of the minutes recorded under subsection (1)(p) -
- (a) the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy; and
 - (b) the minutes of each general meeting must be signed by the chairperson of the meeting, or the chairperson of the next general meeting, verifying their accuracy; and
 - (c) the minutes of each annual general meeting must be signed by the chairperson of the meeting, or the chairperson of the next meeting of the Club that is a general meeting or annual general meeting, verifying their accuracy.

28. BY-LAWS

- (1) The Management Committee may make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Club.
- (2) A by-law may be set aside by a vote of members at a general meeting of the Club.

29. ALTERATION OF RULES

- (1) Subject to the *Associations Incorporation Act 1981*, these rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (2) However an amendment, repeal or addition is valid only if it is registered by the Chief Executive of the Department administering the Act.

30. COMMON SEAL

- (1) The Management Committee must ensure the Club 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 appointed by the Management Committee.

31. FUNDS AND ACCOUNTS

- (1) The funds of the Club must be kept in an account in the name of the Club 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 Club.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) Cheques must be signed by any two (2) of the following -
 - (a) the president;
 - (b) the secretary;
 - (c) the treasurer;
 - (d) another member authorised by the Management Committee for the purpose.
- (5) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'
- (6) 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.

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- (7) All expenditure must be approved or ratified at a Management Committee meeting.
- (8) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared -
 - (a) the income and expenditure for the financial year just ended;
 - (b) the Club's assets and liabilities at the close of the financial year;
 - (c) the mortgages, charges and securities affecting the property of the Club at the close of the financial year.
- (9) The auditor must examine the statement prepared under subsection (8) and present a report about it to the secretary before the next annual general meeting following the financial year for which the audit was made.
- (10) The income and property of the Club must be used solely in promoting the Club's objects and exercising the Club's powers.

32. DOCUMENTS

The Management Committee must ensure the safe custody of books, documents, instruments of title and securities of the Club.

33. FINANCIAL YEAR

The financial year of the Club closes on 30 June in each year.

34. DISTRIBUTION OF SURPLUS ASSETS TO ANOTHER ENTITY

- (1) This section applies if the Club -
 - (a) is wound-up under part 10 of the Act;³ and
 - (b) it has surplus assets.
- (2) The surplus assets must not be distributed among the Club's members.
- (3) The surplus assets must be given to another entity -

³ Part 10 (Winding-up) of the Act

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- (a) having objects similar to the Club's objects; and
 - (b) the rules of which prohibit the distribution of the entity's income and assets to its members.
- (4) In this section -
- "surplus assets"** has the meaning given by section 92(3)⁴ of the Act.

⁴ Section 92 (Distribution of surplus assets) of the Act.