

## SCHOOL LIBRARY ASSOCIATION OF QUEENSLAND Inc.

### CONSTITUTION

3 May 1991 (Amended January 2001, September 2006)

#### 1. Name

- 1.1 The name of the incorporated association shall be The School Library Association of Queensland Inc.
- 1.2 The letters SLAQ shall be the recognized contraction for the name of the association.

#### 2. Objectives

The objectives for which the association is established are:

- 2.1 **ADVOCACY.** Advocate the critical role of teacher-librarians in schools in Queensland
- 2.2 **COMMUNICATION.** Provide information to members
- 2.3 **PROFESSIONAL DEVELOPMENT.** Facilitate professional development for teacher-librarians in Queensland
- 2.3 **PARTNERSHIPS.** Foster and strengthen relationships with other professional associations and relevant community groups

#### 3 Powers of the Association

- 3.1 To take over the funds and other assets and liabilities of the present unincorporated association known as the School Library Association of Queensland.
- 3.2 To subscribe to, become a member of, and co-operate with any other association, club or organization, whether incorporated or not, whose objects are altogether, or in part, similar to those of the Association, provided that the Association shall not subscribe to, or support with its funds, any club, association or organization which does not prohibit the distribution of its income and property among its members, to an extent at least as great as that imposed on the Association under, or by virtue of, rule 12.10.
- 3.3 In furtherance of the objects of the Association to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the association or persons frequenting the Association's premises.
- 3.3 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; provided that in the case the Association shall take or hold any property which may be subject to any trusts the Association shall only deal with the same trusts.
- 3.4 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.
- 3.5 To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Association.
- 3.6 To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place, or guaranteeing the placing, of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in furtherance of its objectives.
- 3.7 To construct, improve, maintain, develop, work, manage, carry out, alter, or control any houses, buildings, grounds, work 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.
- 3.8 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.
  - 3.10 To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate
  - 3.11 In furtherance of the objects of the Association to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate.
  - 3.12 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 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 redemption or pay-off of any such securities.
  - 3.13 To draw, make, accept, endorse, discount, execute and issue promissory notes, bills or exchange, bills of lading and other negotiable or transferable instruments.
  - 3.14 In furtherance of the objects of the Association to sell, improve, develop, exchange, lease, dispose of, turn to account or otherwise deal with all or any part of the property and rights of the Association.
  - 3.15 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 Association, or any money due to the Association from purchasers and others.
  - 3.16 To take any gift of property whether subject to any trust or not, for any one or more of the objects of the Association but subject always to the proviso in rule 3.4.
  - 3.17 To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Association, in the shape of donations, annual subscriptions or otherwise.
  - 3.18 To print and publish any newspapers, periodicals, books or leaflets that the Association may think desirable for the promotion of its objects.
  - 3.19 In furtherance of the objects of the Association to amalgamate with any one or more incorporated associations having the same objects altogether or in part 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 the Association under or by virtue of rule 12.10.
  - 3.20 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 authorized to amalgamate
  - 3.21 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 authorized to amalgamate.
  - 3.22 To make donations for patriotic, charitable or community purposes,
  - 3.23 To do all such other things as are incidental or conducive to the attainment of the objects and exercise of the powers of the Association.
  - 3.24 To appoint three delegates to the Australian School Library Association who as far as possible, should be representative of members. One of these delegates will be the President.

#### **4 Membership**

4.1 Membership of the Association shall consist of:

Personal membership:

Individual members

Honorary life members

Corporate membership:

Schools

Other groups or institutions

4.2 Membership of the Association shall be open to any person or institution engaged in or interested in school libraries who undertakes to observe the Constitution of the Association.

4.3 Every person who at the date of incorporation of the Association and who on or before the day of incorporation, agrees in writing to become a member of the Association shall be admitted by the

- council to the same class of membership of the Association as that member held in the unincorporated association, and shall be required to pay any further subscription until the next due date of payment of that subscription.
- 4.4 Every applicant for any class of membership of the association (other than members of the unincorporated Association referred to in 4.3) 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 his proposer and seconder and shall be in such a form as the Management Committee from time to time prescribes.
- 4.5 The membership fees for each class of membership shall be such sum as the Council shall from time to time at any meeting so determine.
- 4.6 The membership fees for each class of membership shall be payable at such time and in such manner as the Council shall from time to time determine.
- 4.7 At the next meeting of the Council after the receipt of any application and the fees applicable for any class of membership, such application shall be considered by the Council, who shall thereupon determine upon the admission or rejection of the applicant.
- 4.8 Any applicant who receives a majority of the votes of the members of the Council present at the meeting at which such application is being considered shall be accepted as a member of the class of membership applied for.
- 4.9 Upon the acceptance or rejection of an application for any class of membership the secretary shall forthwith give the applicant notice in writing of such acceptance or rejection.
- 4.10A 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.
- If a member:
- fails to comply with any of the provisions of these rules; or
  - has membership fees in arrears for a period of one semester or more; or
  - conducts himself in a manner considered to be injurious or prejudicial to the character or interests of the Association,
- the Council shall consider whether his membership shall be terminated. The member concerned shall be given full and fair opportunity of presenting his case and if the council resolves to terminate his membership it shall instruct the secretary to advise the member in writing.
- 4.11 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 Council.
- 4.12 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 Council 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 a meeting.
- 4.13 Where a person whose application is rejected does not appeal against the decision of the Council 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.
- 4.14 The Council 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.
- 4.15 Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of memberships and any further particulars as the Council or the members at any general meeting may require from time to time.

## **5 Membership of the Management Committee – known as the Council**

- 5.1 Council shall consist of:
- The Executive – This shall consist of the President, Past President, 2 Vice-presidents, Secretary, Treasurer, Australian School Library Association Delegates, Publications Editor, ACCESS Editorial Representative, Professional Development and New Publications Officer.
  - Up to a maximum of 25 delegates distributed throughout the state.
- 5.2 The President shall chair all meetings of Council and the Executive
- 5.3 The election of officers and other members of the Council shall take place every two years in the following manner:
- 5.3.1 Any two members of the Association shall be at liberty to nominate any other members to serve as an officer or other member of the Council.
- 5.3.2 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 days before the annual general meeting at which the election is to take place.
- 5.3.3 Balloting lists shall be prepared (if necessary) containing the names of the candidates in alphabetical order, and each member present shall be entitled to vote for any number of such candidates not exceeding the number of vacancies.
- 5.3.4 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.
- 5.4 Any number of the Council may resign from membership of the Council 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 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.
- 5.5 The Council shall have power at any time to appoint any member of the Association to fill any casual vacancy on the Council until the next biennial conference.
- 5.6 The continuing members of the Council may act notwithstanding any casual vacancy in the Council, 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 Council, the continuing member or members may act for the purpose of increasing the number of members of the Council to that number or of summoning a general meeting of the Association, but for no other purpose.

## **6 Functions of the Council**

- 6.1 Except as otherwise provided by these Rules and subject to resolutions of the members of the Association carried at any general meeting the Council:
- 6.1.1 Shall have the general control and management of the administration of the affairs, property and funds of the Association; and
- 6.1.2 Shall have authority to interpret the meaning of these Rules and any matter relating to the Association on which these Rules are silent.
- 6.2 The Council may exercise all powers of the Association:
- 6.2.1 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.
- 6.2.2 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 Association, and to provide and pay off any such securities; and
- 6.2.3 To invest in such manner as the members of the Association may from time to time determine.

## **7 Meetings of Council**

- 7.1 The Council shall meet at least once in every 2 calendar months to exercise its functions.
- 7.2 A special meeting of the Council shall be convened by the secretary on the requisition in writing signed by not less than one-third of the members of the Council, which requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat.
- 7.3 At every meeting of the Council a simple majority of a number equal to the number of members elected and/or appointed to the Council as at the close of the last general meeting of the members, shall constitute a quorum
- 7.4 Subject as previously provided in this rule, the Council may meet together and regulate its proceedings as it thinks fit; provided that questions arising at any meeting of the Council 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.
- 7.5 A member of the Council 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.
- 7.6 Not less than fourteen days' notice shall be given by the secretary to members of the Council of any special meeting of the Council. Such notice shall clearly state the nature of the business to be discussed thereat.
- 7.7 The President shall preside as Chairperson at every meeting of the Council, or if there is not a President, or if at any meeting he/she is not present within ten minutes after the time appointed for holding the meeting, the Vice-President shall be Chairperson or if the Vice-President is not present at the meeting then the members may choose one of their number to be Chairperson of the meeting.
- 7.8 If within half an hour from the time appointed for the commencement of a Council a quorum is not present, the meeting, if convened upon the requisition of members of the Council, 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 Council 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
- 7.9 The Council may delegate any of its powers to a subcommittee consisting of such members of the Association as the Council 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 Council.
- 7.10A subcommittee may elect a Chairperson of its meetings. If no such Chairperson is elected, or if at any meeting the Chairperson 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 Chairperson of the meeting.
- 7.11A 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 an equality of votes, the question shall be deemed to be decided in the negative.
- 7.12All acts done by any meeting of the Council or of a subcommittee or by any person acting as a member of the Council shall, notwithstanding that it is afterwards discovered that there was some defect in the appointment of any such member of the Council or person acting as aforesaid, or that the members of the Council 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 Council.
- 7.13A resolution in writing signed by all the members of the Council for the time being entitled to receive notice of a meeting of the Council shall be as valid and effectual as if it had been passed at a meeting of the Council duly convened and held. Any such resolution may consist of several documents in like form, each signed by one or members of the Council.

## **8 Annual General or General Meetings**

- 8.1 The first general meeting shall be held at such time, not being less than one month nor more than three months after the incorporation of the Association, and at such place as the Council may determine.
- 8.2 The annual general meeting shall be held within three months of the close of the financial year
- 8.3 The business to be transacted at every annual general meeting shall be:
  - 8.3.1 The receiving of the Council'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; and the auditor's report on the financial affairs of the Association.

- 8.3.2 The election of members of the Council.
- 8.3.3 The appointment of an auditor.
- 8.4 The secretary shall convene a special general meeting:
  - 8.4.1 When directed to do so by Council.
  - 8.4.2 On the requisition in writing signed by not less than one-third of the members presently on the Council or not less than the number of ordinary members of the Association which equals double the number of members presently on the Council plus one. Such requisition shall clearly state the reasons why such special meeting is being convened and the nature of the business to be transacted thereat; or
  - 8.4.3 On being given a notice in writing of an intention to appeal against the decision of the Council to reject an application for membership or to terminate the membership of any person.
- 8.5 At any general meeting the number of members required to constitute a quorum shall be double the number of members presently on the Council plus one.
- 8.6 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 'member' includes a person attending as a proxy or as representing a corporation which is a member.
- 8.7 If within half an hour from the time appointed from the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council 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 at such other time and place as the Council 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.
- 8.8 The Chairperson 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. 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.
- 8.9 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.
- 8.10 The manner by which such notice shall be given shall be determined by the Council. 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 Council, shall be given in writing. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
- 8.11 Unless otherwise provided by these Rules, at every general meeting:
  - 8.11.1 The President shall preside as Chairperson, or if there is no President, or if he or she is unwilling to act, the Vice-President shall be the Chairperson or if the Vice-President is not present or is unwilling to act then the members present shall elect one of their own number to be Chairperson of the meeting.
  - 8.11.2 The Chairperson shall maintain order and conduct the meeting in a proper and orderly manner.
  - 8.11.3 Every question, matter or resolution shall be decided by a majority of votes of the members present.
  - 8.11.4 Every member present shall be entitled to one vote and in the case of an equality of votes the Chairperson shall have a second or casting vote: provided that no member shall be entitled to vote at any general meeting if his or her annual subscription is more than one month in arrears at the date of the meeting.
  - 8.11.5 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 Chairperson shall appoint two members to conduct the secret ballot in such manner as he or she shall determine and the result of the ballot as declared by the Chairperson shall be deemed to be the resolution of the meeting at which the ballot was demanded.
  - 8.11.6 A member may vote in person or by proxy or by attorney and on a show of hands every person present who is a member or a representative of a member shall have one vote and in a secret ballot every member present in person or by proxy or by attorney or their duly authorized representative shall have one vote.

- 8.11.7 The instrument appointing a proxy shall be in writing, in the common or usual form, under the hand of the appointor or of his attorney duly authorised in writing or, if the appointor is a corporation, either under seal or under the hand of an officer or attorney duly authorized. A proxy may but need not be a member of the Association. The instrument appointing a proxy shall be deemed to confer authority; to demand or join in demanding a secret ballot.
- 8.11.8 Where it is desired to afford members an opportunity of voting for or against a resolution the instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

**(PROXY FORM)**

**SCHOOL LIBRARY ASSOCIATION OF QUEENSLAND Inc**

I, \_\_\_\_\_ of \_\_\_\_\_, being a member of the abovenamed Association, hereby appoint \_\_\_\_\_ of \_\_\_\_\_ or failing him \_\_\_\_\_ of \_\_\_\_\_, as my proxy to vote for me on my behalf at the (annual) general meeting of the Association, to be held on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, and at any adjournment thereof.

Signed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_

Signature.....

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

\* Strike out which ever is not desired. (Unless otherwise instructed, the proxy may vote as he thinks fit)

- 8.11.9 The instrument appointing a proxy shall be deposited with the secretary prior to the commencement of any meeting or adjourned meeting at which the person named in the instrument proposes to vote; and
- 8.11.10 The secretary shall cause full and accurate minutes of all questions, matters, resolutions and other proceedings of every Council 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 Council meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding Council meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chairperson of that meeting or the Chairperson of the next succeeding general meeting or annual 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.

**9 By-Law**

9.1 The Council may from time to time make, amend or repeal by-laws, not inconsistent with these rules, for the internal management of the Association and any by-law may be set aside by a general meeting of members.

**10 Alteration of rules**

10.1 Subject to the Association's Incorporation Act 1981, these Rules may be amended, repealed or added to time by a special resolution carried at a general meeting. (A special resolution needs a 75% majority to pass) However an amendment, repeal or addition is valid only if it is registered by the chief executive.

**11 Common Seal**

11.1 The Council shall provide for a Common Seal and for its safe custody. The Common Seal shall only be used by the authority of the Council and every instrument to which the seal is affixed shall be signed by a member of the Council and shall be countersigned by the secretary or by a second member of the Council or by some other person appointed by the Council for the purpose.

## **12 Funds and Accounts**

- 12.1 The funds of the Association shall be banked in the name of the Association in such bank or Credit Union as the Council may from time to time direct. For the purposes of the Goods and Services Tax. The School Library Association and its Subcommittees will operate as one legal entity with the single Australian Business Number 70 510525 319.
- 12.2 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 the books of a like nature.
- 12.3 All moneys shall be banked as soon as practicable after receipt thereof.
- 12.4 All amounts of twenty dollars or over shall be paid by cheque signed by any two of the president, secretary, treasurer or other member authorized from time to time by the Council
- 12.5 Cheques shall be crossed 'not negotiable' except those in payment of wages, allowance or petty cash recoupments which may be open.
- 12.6 The Council shall determine the amount of petty cash which shall be kept on the imprest system.
- 12.7 All expenditure shall be approved or ratified at a Council meeting.
- 12.8 As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of:
- The income and expenditure for the financial year just ended: and
  - The assets and liabilities and of all mortgages, charges and securities affecting the property of the Association at the close of that year.
- 12.9 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.
- 12.10 The income and property of the Association whencesoever derived shall be used and applied solely in promotion of its objects and in the exercise of its powers as set out herein and no portion thereof shall be distributed, paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to or amongst the members of the Association provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by him to the Association or otherwise owing by the Association to him or of remuneration to any officers or servants of the Association or to any member of the Association or other person in return for any services actually rendered to the Association provided further that nothing herein contained shall be construed so as to prevent the payment or repayment to any member of out of pocket expenses, money lent, reasonable and proper charges for goods hired by the Association or reasonable and proper rent for premises demised or let to the Association.

## **13 Documents**

- 13.1 The Council shall provide for the safe custody of books, documents, instrument of title and securities of the Association.

## **14 Financial Year**

- 14.1 The financial year of the Association shall close on 31 December in each year

## **15 Distribution of Surplus Assets**

- 15.1 If the Association shall be wound up in accordance with the provision of the Association's Incorporation Act 1981, and there remains, after satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed among the members of the Association, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Association, and which shall prohibit the distribution of its or their income and property among its or their members to an extent at least as great as is imposed on the Association under or by virtue of rule 12.10 such institution or institutions to be determined by the members of the Association.

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## **FINANCIAL PROCEDURES FOR SUBCOMMITTEES**

### **Financial Year (as per Constitution)**

1. The financial year of the subcommittees shall be the same as that of the association and shall close on 31 December in each year.

### **Funds and Accounts of Subcommittees**

1. The funds of the subcommittee shall be banked in the name of the subcommittee, eg (SLAQ Inc .....subcommittee), in such bank or credit union as the council 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 subcommittee and the particulars usually shown in books of a like nature. The format shall be that presently used for the submission of the quarterly information for the Business Activity Statements.
3. All monies 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 authorized from time to time by the subcommittee.
5. Cheques shall be crossed 'not negotiable;' except those in payment of wages, allowance or petty cash recoupment, which may be open.
6. The subcommittee 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 subcommittee meeting.
8. Prior to the end of each financial year the subcommittee shall transfer surplus funds, as determined by state council, to the account of the council. (12.1 of the constitution applies) (At this time the amount is anything over \$1000)
9. At the end of each financial year the treasurer shall cause to be prepared a listing of income and expenditure for the financial year just ended. This statement should be prepared using the figures submitted for the quarterly Business Activity Statements.
10. The listing of income and expenditure, vouched for by invoices and bank statements, shall be submitted to the council executive officer for audit by the association auditor.
11. Subcommittee accounts shall be consolidated with and form part of the accounts of the association for the annual audit.