

RULES OF THE COMBINATORIAL MATHEMATICS SOCIETY OF AUSTRALASIA INCORPORATED

1. NAME

The name of the incorporated association shall be (in these Rules called "the Society") the **Combinatorial Mathematics Society of Australasia Incorporated** and such name may be denoted in abbreviated form by the letters CMSA (Inc).

2. OBJECTS

The objects for which the Society is established are:

By way of correspondence, electronic mail, publications, meetings, conferences, personal communications, financial assistance and interaction with other learned societies and the community at large, the Society shall, throughout Australia, New Zealand and their neighbouring countries, facilitate, encourage, foster and cherish the branch of mathematics known as combinatorics;

3. POWERS

The powers of the Society are:

1. To take over the funds and other assets and the liabilities of the previous unincorporated association known as the **Combinatorial Mathematics Society of Australasia**;
2. To subscribe to, become a member of and cooperate with any other association, club or organisation, whether incorporated or not, whose objects are altogether or in part similar to those of the Society provided that the Society shall not subscribe to or support with its funds any club, association or organisation which does not prohibit the distribution of its income and property among its members to an extent at least as great as that imposed on the Society under or by virtue of rule 28 (10);
3. In furtherance of the objects of the Society to buy, sell and deal in all kinds of articles, commodities and provisions, both liquid and solid, for the members of the Society or persons frequenting the Society's premises;
4. To purchase, take on lease or in exchange, hire and otherwise acquire any lands, buildings, easements or property, real and personal, and any rights or

privileges which may be requisite for the purposes of, or capable of being conveniently used in connection with, any of the objects of the Society: Provided that in case the Society shall take or hold any property which may be subject to any trusts the Society shall only deal with the same in such manner as is allowed by law having regard to such trusts;

5. To enter into any arrangements with any Government or Authority that are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society; to obtain from any such Government or Authority any rights, privileges and concessions which the Society may think it desirable to obtain; and to carry out, exercise and comply with any such arrangements, rights, privileges and concessions;

6. To appoint, employ, remove or suspend such managers, clerks, secretaries, servants, workmen and other persons as may be necessary or convenient for the purposes of the Society;

7. To remunerate any person or body corporate for services rendered, or to be rendered, and whether by way of brokerage or otherwise in placing or assisting to place or guaranteeing the placing of any unsecured notes, debentures or other securities of the incorporated association, or in or about the incorporated association or promotion of the incorporated association or in the furtherance of its objects;

8. To construct, improve, maintain, develop, work, manage, carry out, alter or control any houses, buildings, grounds, works or conveniences which may seem calculated directly or indirectly to advance the Society'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;

9. To invest and deal with the money of the Society not immediately required in such manner as may from time to time be thought fit;

10. To take, or otherwise acquire, and hold shares, debentures or other securities of any company or body corporate;

11. In furtherance of the objects of the Society to lend and advance money or give credit to any person or body corporate; to guarantee and give guarantees or indemnities for the payment of money or the performance of contracts or obligations by any person or body corporate, and otherwise to assist any person or body corporate;

12. To borrow or raise money either alone or jointly with any other person or legal entity in such manner as may be thought proper and whether upon fluctuating advance account or 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 pay-off any such securities;

13. To draw, make, accept, endorse, discount, execute and issue promissory notes, bills of exchange, bills of lading and other negotiable or transferable instruments;

14. In furtherance of the objects of the Society 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 Society;

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 Society's property of whatsoever kind sold by the Society, or any money due to the Society from purchasers and others;

16. To take any gift of property whether subject to any special trust or not, for any one or more of the objects of the Society but subject always to the proviso in sub-rule (4);

17. To take such steps by personal or written appeals, public meetings or otherwise, as may from time to time be deemed expedient for the purpose of procuring contributions to the funds of the Society, in the shape of donations, annual subscriptions or otherwise;

18. To print and publish any newspapers, periodicals, newsletters, books, leaflets, learned journals and proceedings that the Society may think desirable for the promotion of its objects;

19. In furtherance of the objects of the Society to amalgamate with any one or more incorporated associations having objects altogether or in part similar to those of the Society 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 Society under or by virtue of rule 28 (10) and is also a fund, authority or institution which is exempt from income tax;

20. In furtherance of the objects of the Society 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 Society is authorised to amalgamate;

21. In furtherance of the objects of the Society to transfer all or any part of the property, assets, liabilities and engagements of the Society to any one or more of the incorporated associations with which the Society is authorised to amalgamate;

22. To make donations for patriotic, charitable or community purposes;

23. To organize, sponsor or participate in conferences;

24. To do all such other things as are incidental or conducive to the attainment of the objects and the exercise of the powers of the Society.

4. CLASSES OF MEMBERS

1. The membership of the Society shall consist of ordinary members, and any of the following other classes of members:-

Honorary Members

Institutional Members

Life Members

2. Any person in sympathy with the aims of the Society may apply to be a member of the Society.

3. Honorary membership shall be by nomination only and offered in recognition of services to the Society or the previous unincorporated association known as the **Combinatorial Mathematics Society of Australasia** or for distinguished achievements in combinatorics or for distinction in the academic world. An honorary member may use the letters Hon CMSA. The Council may declare an honorary member to have the voting rights allowed to an ordinary member but any such rights may be set aside by a general meeting of members.

4. Institutional membership shall be available on terms to be decided in each case by the Council to an institution or organisation sympathetic to the aims of the Society.

5. Life membership shall be available to an ordinary member who at the discretion of the Council enters into an agreement by which the member repays membership fees for life.

6. The number of members in each class shall be unlimited.

5. MEMBERSHIP

1. Every person who at the date of incorporation of the Society was an ordinary member, honorary member or life member of the unincorporated association known as the Combinatorial Mathematics Society of Australasia shall, unless written notice is received from the member to the contrary, automatically be admitted by the Council as a member of equivalent class of the Society and every such member of the Society shall not be liable to pay any further sum by way of annual subscription to the Society until the next due date for payment of that subscription.

2. Every applicant for ordinary or institutional membership of the Society shall be proposed by one member of the Society and seconded by another member. The application for membership shall be made in writing, signed by the applicant and the proposer and seconder and shall be in such form as the Council from time to time prescribes.

3. Every nomination for honorary membership of the Society shall be proposed by five (5) members of the Society and shall be in such form as the Council prescribes.

4. Every application for life membership of the Society shall be in such form as the Council prescribes.

6. MEMBERSHIP FEES

1. The membership fees shall be such sum as the members shall from time to time at any general meeting so determine for each class of membership provided that no membership fee shall be payable by honorary members.

2. The membership fees shall be payable at such time and in such manner as the Council shall from time to time determine.

3. The Council may declare that a member who with the consent of the Council has not paid the full membership fee is an ordinary member with full voting rights.

7. ADMISSION AND REJECTION OF MEMBERS

1. At the next meeting of the Council after the receipt of any application and the fee 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.

2. 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 to the class of membership applied for.

3. 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. At the next annual general meeting of the Society after the receipt of a nomination for honorary membership, such nomination shall be considered by the meeting and if a majority are in favour of the nomination the nominee shall be offered honorary membership of the Society.
5. Every new member shall receive copies of the membership list, these rules and any by-laws or standing orders.

8. TERMINATION OF MEMBERSHIP

1. A member may resign from the Society at any time by giving notice in writing to the secretary. Such resignation shall take effect at the time such notice is received by the secretary unless a later date is specified in the notice when it shall take effect on that later date.
2. If a member-
 - i. is convicted of an indictable offence; or
 - ii. fails to comply with any of the provisions of these Rules; or
 - iii. conducts himself or herself in a manner considered to be injurious or prejudicial to the character or interests of the Society,

the Council may consider whether the membership shall be terminated.
3. The member concerned shall be given a full and fair opportunity of presenting his/her case and if the Council resolves to terminate the membership it shall instruct the secretary to advise the member in writing accordingly.
4. Where a member has membership fees in arrears for one year or more the secretary may give warning to the member sent to his/her last known address that his/her membership will be cancelled and if the fees remain unpaid for a further three months the Secretary where directed by the Council shall cancel the membership by removing the member's name from the membership list. Where a person's membership is so cancelled and such person seeks renewed membership of the Society the Council may impose a rejoining fee in addition to payment of the annual fee.

9. APPEAL AGAINST REJECTION OR TERMINATION OF MEMBERSHIP

1. A person whose application for membership has been rejected or whose membership has been terminated (other than under 8(1) above) may within one month of receiving written notification thereof, lodge with the secretary

written notice of his/her intention to appeal against the decision of the Council.

2. Upon receipt of a notification of intention to appeal against rejection or termination of membership the secretary shall include such appeal as an item for determination at the next annual general meeting. At any such meeting the applicant shall be given the opportunity to fully present his/her 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 their case. The appeal shall be determined by the vote of the members present at such meeting.

3. Where a person whose application is rejected, does not appeal against the decision of the Council within the time prescribed by these Rules or so appeals but the appeal is not successful, the secretary shall forthwith refund the amount of any fee paid.

10. REGISTER OF MEMBERS

1. 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 Society and the dates of their admission.

2. Particulars shall also be entered into the Register of deaths, resignations, terminations and reinstatements of membership and any further particulars as the Council or the members at any general meeting may require from time to time.

3. The Register shall be open for inspection at all reasonable times by any member who previously applies to the secretary for such inspection.

4. The Register is to be used only for the purposes of the Society and in compliance with the Associations Incorporation Act and the information in the Register may only be used by a member with the permission of the Council.

5. No list of members or their addresses shall be given or sold to any person who is not a member of the Society unless the Society is obliged by law to do so.

6. Any member may require that the Society keep his/her address and or telephone number confidential and that only his/her name appear on any membership list.

7. The Council may appoint a member to be the Membership Secretary and such membership secretary shall maintain the register and records as to the financial status of members and perform other duties assigned by the Council and shall report to the Council as and when required by the Council.

11. MEMBERSHIP OF COUNCIL

1. The Management Committee of the Society known as the Council shall consist of a President, Vice-President, Immediate Past President (if there is one), Secretary, Treasurer and such number of other members as the members of the Society at any general meeting may from time to time elect.
2. At the annual general meeting of the Society, all the members of the Council for the time being shall retire from office, but shall be eligible upon nomination for re-election.
3. The election of members of the Council shall take place in the following manner:-
 - a. Any two members of the Society shall be at liberty to nominate any other member to serve as a member of the Council;
 - b. For any nomination made prior to the annual general meeting at which the election is to take place, the secretary or the secretary's delegate must receive, in writing or electronically at least ten days in advance of the meeting, notice of the nomination from the proposer and seconder and notice of acceptance of the nomination from the nominee.
 - c. A list of the candidates' names in alphabetical order, with the proposers' and seconders' names, shall be forwarded to members or shall be made available for inspection by members at an office in each state, territory or country other than Australia and New Zealand where there are members of the Society at least seven days prior to the annual general meeting;
 - d. In any particular year where there is more than one candidate nominated for a particular position on the Council the Council may in advance of the annual general meeting or the members at the annual general meeting may direct that a postal vote be held for the particular position or positions and in such case such vote shall be arranged forthwith by the Secretary assisted by two independent scrutineers on a minimum of 7 days notice to the members and the previous incumbent of the position shall continue in office until the result of the vote is declared by the secretary at or after the general meeting;
 - e. Nominations for any position on the Council may be taken from the floor at the annual general meeting;
 - f. Any tied vote shall be decided by lot.

4. No person may be President for more than three consecutive terms of office.
5. The retiring President if not re-elected to the Council shall be called the Immediate Past-President and shall hold such office for one further term as a member of the Council.
6. Members of the Council shall be members of the Society except that in relation to the positions of secretary and treasurer the members may at the annual general meeting elect a person other than a member to each such position and a person so elected shall ex officio be a member of the Society with voting rights.
7. No person shall hold more than one position on the Council.

12.

1. Any member 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;
2. Any member of the Council may be removed from office at a general meeting of the Society where that member shall be given the opportunity to fully present his/her case. The question of removal shall be determined by the vote of the members present at such a general meeting.

13. VACANCIES ON COUNCIL

1. The Council shall have power at any time to appoint any member of the Society to fill any casual vacancy on the Council until the next annual general meeting and may in addition co-opt up to three members for specific terms and specific purposes provided that should the office of President fall vacant the Vice-President shall fill that office as an acting President until and including the next annual general meeting.
2. 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 Society, but for no other purpose.

14. FUNCTIONS OF THE COUNCIL

1. Except as otherwise provided by these Rules and subject to resolutions of the members of the Society carried at any general meeting the Council:
 - a. shall have the general control and management of the administration of the affairs, property and funds of the Society; and

- b. shall have authority to interpret the meaning of these Rules and any matter relating to the Society on which these Rules are silent.
2. The Council may exercise all the powers of the Society
- a. to borrow or raise or secure the payment of money in such manner as the members of the Society 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 Society in any way and in particular by the issue of debentures, perpetual or otherwise, charged upon all or any of the Society's property, both present and future, and to purchase, redeem or pay off any such securities;
 - b. to borrow money from members at a rate of interest not exceeding interest at the rate for the time being charged by bankers in Brisbane for overdrawn accounts on money lent, whether the term of the loan be short or long, and to mortgage or charge its property or any part thereof and to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Society, and to provide and pay off any such securities; and
 - c. to invest in such manner as the members of the Society may from time to time determine.

15. COUNCIL MEETINGS

1. The Council shall meet at least once every four months to exercise its functions.
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.
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.
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 Management Committee shall be decided by a majority of votes and, in the case of equality of votes, the question shall be deemed to be decided in the negative.
5. A member of the Council shall not vote in respect of any contract or proposed contract with the Society in which the member has an interest, or any matter arising thereout, and if the member does so vote the vote shall not be counted.

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. The President shall preside as Chair at every meeting of the Council, or if there is no President, or if at any meeting the President is not present within ten minutes after the time appointed for holding the meeting, the Vice President shall be Chair or if the Vice President is not present at the meeting then the members may choose one of their number to be Chair of the meeting.

8. If within half an hour from the time appointed for the commencement of a Council meeting 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.

16.

1. The Council may delegate any of its powers to a sub-committee consisting of such members of the Society as the Council thinks fit. Any sub-committee so formed shall in the exercise of the powers so delegated conform to any regulations that may be imposed on it by the Council.

2. A sub-committee may elect a Chair of its meetings. If no such Chair is elected, or if at any meeting the Chair 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 Chair of the meeting.

3. A sub-committee may meet and adjourn as it thinks proper. Questions arising at any meeting shall be determined by a majority of votes of the members present and, in the case of an equality of votes, the question shall be deemed to be decided in the negative.

17.

All acts done bona fide by any meeting of the Council or of a sub-committee 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.

18.

A 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 more members of the Council.

19. ANNUAL GENERAL OR GENERAL MEETINGS

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 Society, and at such place as the Council may determine.

20.

1. The annual general meeting shall be held within six months of the close of the financial year.
2. The business to be transacted at every annual general meeting shall be -
 - a. the receiving of the Council's report and the statement of income and expenditure, assets and liabilities and mortgages, charges and securities affecting the property of the Society for the preceding financial year;
 - b. the receiving of the treasurer's report on the books and accounts for the preceding financial year;
 - c. the election of members of the Council; and
 - d. any other general business.
3. Any member may give a notice of a motion to be discussed at the annual general meeting provided the secretary receives the notice in writing at least fourteen days before the annual general meeting.

21.

The secretary shall convene a special general meeting -

- a. when directed to do so by the Council or President; or
- b. 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 Society which equals double the number of members presently on the Council 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.

22.

1. 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.
2. No business shall be transacted at any general meeting unless a quorum of members is present at the time when the meeting proceeds to business and during all such time. For the purposes of this rule "member" includes a person attending as a proxy or as representing an institution which is a member.
3. If within half an hour from the time appointed for the commencement of a general meeting a quorum is not present, the meeting, if convened upon the requisition of members of the Council or the Society, 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 members present shall be a quorum.
4. The Chair 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.

23.

1. The secretary shall convene all general meetings of the Society by giving not less than 14 days notice of any such meeting to the members of the Society and not less than 28 days notice where such meeting is the annual general meeting;
2. The manner by which such notice shall be given shall be determined by the Council. Notice of a general meeting shall clearly state the nature of the business to be discussed thereat.
3. The only matters to be discussed at a special general meeting shall be those for which the special meeting is called.

24.

Unless otherwise provided by these Rules, at every general meeting -

1. the president shall preside as Chair, or if there is no President, or if the President 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 Chair 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 Chair of the meeting;
2. the Chair shall maintain order and conduct the meeting in a proper and orderly manner;
3. every question, matter or resolution shall be decided by a majority of votes of the members present;
4. every member present shall be entitled to one vote and in the case of an equality of votes the Chair shall have a second or casting vote: provided that no member shall be entitled to vote at any general meeting if his/her annual fees are more than two months in arrears at the date of the meeting;
5. voting shall be by show of hands or a division of members, unless not less than one fifth of the members present demand a ballot, in which event there shall be a secret ballot. The Chair shall appoint two members to conduct the secret ballot in such manner as the Chair shall determine and the result of the ballot as declared by the Chair shall be deemed to be the resolution of the meeting of which the ballot was demanded;
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 other duly authorised representative shall have one vote;
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/her 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 authorised. A proxy must be a member of the Society unless the proxy has been first approved of by the Council. The instrument appointing a proxy shall be deemed to confer authority to demand or join in demanding a secret ballot;
8. a proxy shall be in the following form or a form as near thereto as circumstances permit:

Combinatorial Mathematics Society of Australasia Incorporated

I, _____ of,

being a member of the **Combinatorial Mathematics Society of Australasia Incorporated**, hereby appoint _____ of

or failing him/her, _____ of

as my proxy to vote for me on my behalf at the (annual) general meeting of the Society, to be

held on the _____ day of _____ the year _____ and at any adjournment thereof.

Signed this _____ day of _____, (the year)

Signature

This form is to be used * in favour of the resolution/against * Strike out whichever is not desired.

(Unless otherwise instructed, the proxy may vote as he or she thinks fit.);

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

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 Chair of that meeting or the Chair of the next succeeding Council meeting verifying their accuracy. Similarly, the minutes of every general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting: Provided that the minutes of any annual general meeting shall be signed by the Chair of that meeting or the Chair of the next succeeding general meeting or annual general meeting.

25. BY-LAWS

The Council may make, amend or repeal by-laws and standing orders, not inconsistent with these Rules, for the internal management of the Society or conduct of meetings and any by-law or standing orders may be set aside by a general meeting of members.

26. ALTERATION OF RULES

Subject to the provisions of the Associations Incorporation Act, these Rules may be amended, rescinded or added to from time to time by a special resolution carried at any general meeting: Provided that no such amendment, rescission or addition shall be valid unless it is registered by the Chief Executive.

27. COMMON SEAL

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 Management Committee 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.

28. FUNDS AND ACCOUNTS

1. The funds of the Society shall be deposited in the name of the Society in such bank, permanent building society or other financial institution 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 Society and the particulars usually shown in books of a like nature.
3. All moneys shall be deposited as soon as practicable after receipt thereof.
4. Payments made from the Society accounts may be paid by cheque or bank transfer. All payments of amounts of one hundred dollars or over shall first be approved by any two of the president, vice-president, secretary, treasurer or signatories to the Society accounts.

5. The Society accounts will require two signatories from the accounts to sign cheques or update holdings such as term deposits.

6. The Council 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 Council meeting.

8. As soon as practicable after the end of each financial year the treasurer shall cause to be prepared a statement containing particulars of -

- a. the income and expenditure for the financial year just ended; and
- b. the assets and liabilities and of all mortgages, charges and securities affecting the property of the Society at the close of that year.

9. All such statements shall be examined by the treasurer or president, and they will provide this signed written statement:

The association's financial records show the association keeps adequate financial records that correctly record and explain transactions and enable a true and fair financial statement to be prepared.

The treasurer shall prepare a report on these financial records to be presented at the next annual general meeting.

10. The income and property of the Society 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 Society provided that nothing herein contained shall prevent the payment in good faith of interest to any such member in respect of moneys advanced by the member to the Society or otherwise owing by the Society to the member or of remuneration to any officers or servants of the Society or to any member of the Society or other person in return for any services actually rendered to the Society 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 Society or reasonable and proper rent for premises demised or let to the Society.

11. The Council, at its own discretion or at the direction of an Annual General Meeting, may appoint an Auditor to examine the books and accounts of the Society.

29. DOCUMENTS

The Council shall provide for the safe custody of books, documents, instruments of title and securities of the Society.

30. FINANCIAL YEAR

The financial year of the Society shall close on 30 June in each year.

31. DISTRIBUTION OF SURPLUS ASSETS

If the Society shall be wound up in accordance with the provisions of the Associations Incorporation Act, 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 Society, but shall be given or transferred to some other institution or institutions having objects similar to the objects of the Society, 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 Society under or by virtue of rule 28 (10) and is also a fund authority or institution which is exempt from income tax, such institution or institutions to be determined by the members of the Society.

32. PUBLICATION EDITOR

The Council may appoint one or more editors to direct the production of any of the Society's publications.

33. CONFERENCE DIRECTOR

The Council may appoint one or more persons to organize a conference on behalf of the Society and such person shall be called the Director of the conference and shall report to the Council as and when required by the Council.

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