

CLUB RULES

1 NAME of CLUB

1.1 The name of the incorporated Club shall be BRISBANE VALLEY RATTLERS AUSTRALIAN FOOTBALL CLUB INC. in these rules called ("the club").

1.2. Change of Name

The Club may, by special resolution and with the approval of the Committee, change its name.

2 INTERPRETATION

2.1 Definitions

In these rules:

Act means the *Clubs Incorporation Act 1981* (Qld).

Auditor means the person appointed for the time being as the auditor of the Club. Business Day means any day which is not a Saturday, Sunday or bank or public holiday in Brisbane, Queensland.

Committee means the Committee of the Club, which is constituted by the Office Bearers, and, where the context admits, includes a sub-committee.

Committee Member includes an alternate Committee Member.

Honorary Member means a person elected as an Honorary Member under Rule 5.4.

Junior Member means a person entered in the register as a member of the Club who is under the age of 18 years at the time of registration. A Junior Member is not entitled to vote or hold office as an Office Bearer.

League means the controlling body of the competition(s) in which the Club is participating.

Life Member means a person elected as a life member under Rule 5.5.

Member means a person entered in the register as a member of the Club and includes a Life or Honorary Member.

Objects means the Objects of the Club as altered, from time to time, in accordance with these rules.

Patron means a person appointed under Rule 5.6.

Surplus assets means the assets after payment of the debts and liabilities remaining on a winding-up of the incorporated Club and the costs, charges and expenses of winding-up.

3. OBJECTS

(a) The objects of the Club are:

- (a) To promote Australian Rules Football in the Somerset Area;
- (b) To promote the active and safe participation of youth in the sport;
- (c) To foster and cultivate a spirit of sportsmanship, comradeship and fellowship;
- (d) To encourage a culture of excellence through selection of Coaches and administration officers;
- (e) To affiliate or otherwise associate with such Clubs, considered by the Club to have the same or like objectives;
- (f) To advance, promote conduct, control and teach excellence in playing Australian Rules Football
- (g) To participate in events from time to time as the group may consider promotes the interest of the Club in the Somerset Area;
- (h) To protect the brand and ideals of the Club in all forums;
- (i) To provide a Cooperative forum for members to present their ideas as it relates to improving the Club ;
- (j) To represent the Club at events which are considered to be essential in improving the running of the Club and its ideals;

4. POWERS

The Club has the power of an individual.

4.1 The Club may, for example-

- (a) enter into contracts; and
- acquire, hold, deal with and dispose of property; and make
- charges for services and facilities it supplies; and
- do other things necessary or convenient to be done in carrying out its affairs.

4.2 The Club may take over the funds and other assets and liabilities of the present unincorporated Club known as the (Brisbane Valley Rattlers Junior Australian Football Club.)

4.3 The Club may also issue secured and unsecured notes, debentures and debenture stock for the Club.

5. CLASSES OF MEMBERSHIP

5.1 Membership Qualification

Members shall have the rights, privileges and obligations as set out in these Rules. A person is qualified to be a Member, if that person: is a player for the Club in competition(s) of Australian Rules Football sanctioned by the League;

- (a) is a participant in an AFL Auskick program conducted by the Club ;

- (b) is a parent or guardian of a player or participant as specified in (a) or (b) above;
- (c) is a Committee Member; and
- (d) any other person involved in the conduct of running the Club.

The number of members is unlimited.

5.2 Conferral of Membership

- (a) A player becomes a Junior Member upon entering a correctly signed registration form that is cleared by the League to play football for the Club.
- (b) Parents and/or guardians whose names are listed on a correctly signed registration become Members at the same time.
- (c) Committee Members become a Member as soon as they are voted in at an Annual General Meeting or at such time that they are approved by the Committee.
- (d) Other persons become Members when approached to undertake duties on behalf of the Club .
- (e) Membership is held for a period of 12 months from entering a correctly signed registration form that is cleared by the League to play football for the Club .

5.3 Membership Entitlements Not Transferable

The rights, privileges and obligations which a person has, by reason of being a Member:

- (a) are not capable of being assigned to another person; and
- (b) terminate upon cessation of that persons membership.

5.4 Honorary Membership

- (a) The Committee may, by Special Resolution, award honorary membership to a person who would not otherwise be eligible for membership in accordance with Rule 5.1(b) but who, in the opinion of the Committee, provides service or assistance in promoting the Club 's interests and Objectives.
- (b) An Honorary Member shall have all the rights, privileges and obligations of a member and shall hold such membership for a year.

5.5 Life Membership

- (a) The Committee may, by Special Resolution, elect any Member to be a Life Member in recognition of their long and/or meritorious service to the Club .
- (b) A Life Member shall have all the rights, privileges and obligations of a Member and shall hold such membership in perpetuity.

5.6 Patron

- (a) The Committee may appoint a patron or patrons who shall hold that appointment until resignation or termination by the Committee.
- (b) Each patron shall be entitled to all the rights and privileges of a Member except that he or she may not hold office as an Office Bearer.

5.7 Cessation of Membership

A person ceases to be a Member if that person:

- (a) dies;
- (b) resigns;
- (c) is expelled from the Club as set out in Rule 5.8 below; or d) fails to pay the Annual Subscription, within a period of 30 days (or such longer period, not exceeding 365 days, as the Committee from time to time may determine) after that Annual Subscription becomes due.

5.8 Termination of Membership

- (a) The Committee may terminate a member's membership if the member:
- (b) is convicted of an indictable offence;
- (c) does not comply with any of these rules;
- (d) has membership fees in arrears; or
- (e) conducts himself or herself in a way considered to be injurious or prejudicial to the character or interests of the Club .
- (f) At least one week before the meeting of the Committee at which a resolution for the termination of membership is passed, the member must be given written notice of such meeting and of what is alleged against the member, and of the intended resolution for the termination of membership and the member will, at such meeting, and before the passing of such resolution, have had an opportunity of giving orally or in writing any explanation or defence the member may think fit.
- (g) If, after considering all representations made by the member, the Committee decides to terminate the membership, the secretary of the committee must give the member a written notice of the decision.
- (h) There is no appeal against termination of a member's membership by the Committee

5.9 Annual Subscription

- (a) Unless the Committee shall from time to time otherwise determine, there shall be no entrance fee or proposal fee payable for membership.
- (b) Unless the Committee shall from time to time otherwise determine, there shall be no annual subscription fee payable by Members.
- (c) All annual subscriptions (if any) shall be payable within fourteen (14) days of demand.

5.10 Register of Members

- (a) The Committee must keep a register of members.
- (b) The register of members must include the following particulars for each member:
 - (i) the full name and residential address of the member;
 - (ii) the date of admission as a member;
 - (iii) the date of death or resignation of the member;
 - (iv) details about the termination or reinstatement of membership; and
 - (v) any other particulars the Committee decides.
- (c) The register must be open for inspection at all reasonable times.
- (d) However, before a member may inspect the register, the member must apply to the Secretary to inspect it.

5.11 Liability of Members

The liability of a Member to contribute towards the payment of debts and liabilities of the Club or the costs, charges and expenses of the winding up of the Club, is limited to the amount, if any, unpaid by the Member for Annual Subscriptions.

5.12 Discipline of Members

The Committee shall adjudicate upon any dispute between its Members or between itself and a Member or Members and in relation to that adjudication shall apply the rules of natural justice. The Committee may determine procedures for such adjudications from time to time.

5.13 Admission & Rejection of Members

The management committee must consider an application for membership at the next meeting of committee held after it receives –

- (a) the application; and
- (b) the appropriate membership fee for the application.
- (c) The management committee must decide at a meeting whether to accept or reject the application.
- (d) If a majority of 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.
- (e) 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.
- (f) There is no appeal against termination of a members membership by the committee.

5.14 Categories

The membership of the Club consists of any of the following categories as determined by the committee;

- a.) Junior: As at the 1st February in the year of membership – (1) must be under the age of 11 years (1) not eligible to vote. (2) not eligible for election to management committee positions.
- b.) Ordinary: Is an Adult that applies for membership and is accepted by the Committee and pays the fees set by the Committee. Membership unlimited. Limitations relating to membership. Nil.
- c.) Honorary: Must be invited by management committee for the financial year current at the time of such invitation. Membership unlimited. Limitations relating to membership. Nil.
- d.) Life Membership:
 - (1) Must have 10 consecutive years of service as an ordinary member,
 - (2) must be an ordinary member recommended by the management committee, agreed to by two thirds majority of those present and voting at a general meeting. Membership class limited to the number of 3 at any one time. There is no limitation to class of membership.

6 CONSTITUTION OF THE COMMITTEE & MEMBERSHIP

6.1 Membership of the Committee

The management committee of the Club consists of the President, Vice president, Secretary, Treasurer, Coaching Coordinator and any other members the Club members elect or appoint at a general meeting.

A member of the management committee must be a member of the Club.

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.

6.2 Electing the Committee

- (a) Nominations for election of the Committee may be made either in writing addressed to the Secretary prior to the Annual General Meeting or may be called for and received orally at the meeting. All nominations shall be seconded by another Member and acknowledged by the nominee.
- (b) If the number of nominations received is equal to the number of vacancies to be filled, the persons nominated may be deemed to be elected.
- (c) If the number of nominations received exceeds the number of vacancies to be filled, a ballot shall be held.
- (d) If, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (e) Each member present at the annual general meeting may vote for any number of candidates not more than the number of vacancies.
- (f) A person is not eligible to simultaneously hold more than one position on the Committee
- (g) The ballot for the election of the Committee shall be conducted at the Annual General Meeting in such manner as the Committee may direct

6.3 Secretary

- (a) If a vacancy happens in the office of secretary, the Committee must ensure a secretary is appointed or elected for the Club within one month after the vacancy happens.
- (b) The secretary must be an individual residing in Queensland who is:
 - (i) a member of the Club elected by the members as secretary; or
 - (ii) any of the following persons appointed by the Committee:
 - (iii) a member of the Club 's Committee;
 - (iv) a member of the Club ; or
 - (v) another person.

6.4 Resignation or Removal from Office of Committee Member

- (a) A Committee member may resign from the Committee by giving written notice of resignation to the secretary.
- (b) The resignation takes effect on:
 - (i) the day and at the time the notice is received by the Secretary; or
 - (ii) if a later day is stated in the notice, the later day.
- (c) 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.
- (d) 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.
- (e) A member has no right of appeal against the member's removal from office under this section.

6.5 Vacancies on the Management Committee

- (a) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Club to fill the vacancy until the next annual general meeting.
- (b) The continuing members of the management committee may act despite a casual vacancy on the management committee.
- (c) However, if the number of the committee members is less than the number of fixed under these rules as a quorum of the management committee, the continuing members may act only to -
 - (i) increase the number of management committee members to the number required for a quorum; or
 - (ii) call a meeting of the Club .

7 OPERATION OF COMMITTEE

7.1 Functions of Committee

- (a) Subject to these rules or a resolution of the Club members carried at a general meeting, the Committee has:
 - (i) the general control and management of the administration of the affairs, property and funds of the Club ; and
 - (ii) authority to interpret the meaning of these rules and any matter relating to the Club on which the rules are silent.
- (b) The Committee may exercise the powers of the Club
 - (i) to borrow, raise or secure the payment of amounts in a way the Club members decide;
 - (ii) to secure the amounts mentioned in rule 7.1(b)(i) 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;
 - (iii) to purchase, redeem or pay off any securities issued;
 - (iv) to borrow amounts from members and pay interest on the amounts borrowed;
 - (v) to mortgage or charge the whole or part of its property;
 - (vi) to issue debentures and other securities, whether outright or as security for any debt, liability or obligation of the Club ;
 - (vii) to provide and pay off any securities issued; and
 - (viii) to invest in a way the members of the Club may from time to time decide.
- (c) For rule 7.1 (b)(iv), 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:
 - (i) the financial institution for the Club ; or
 - (ii) if there is more than one financial institution for the Club , the financial institution nominated by the Club .

7.2 Meetings of Committee

- (a) Subject to rules 7.2 (b) to (f), the Committee may meet and conduct its proceedings as it considers appropriate.
- (b) The Committee must meet at least once every two months to exercise its functions.
- (c) The committee must decide how a meeting is to be called.
- (d) Notice of a meeting is to be given in the way decided by the committee.
- (e) If the secretary receives a written request signed by at least 33% of the Committee members, the secretary must call a special meeting of the committee.
- (f) A request for a special meeting must state:
 - (i) why the special meeting is called; and
 - (ii) the business to be conducted at the meeting.

7.3 Proceedings at Meetings

- (a) At a Committee meeting, more than 50% of the members elected or appointed to the committee as at the close of the last general meeting of the members form a quorum.
- (b) 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.
- (c) A 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.
- (d) The secretary must give each Committee member at least 14 days' notice of a special meeting of the committee.
- (e) A notice of a special meeting must state:
 - (i) the day, time and place of the meeting; and
 - (ii) the business to be conducted at the meeting.
- (f) The president or, if there is no president or if the president is not present within ten minutes after the time fixed for a Committee meeting, the vice-president is to preside as chairperson at the meeting.
- (g) If the president and the vice-president are absent from a Committee meeting, the members may choose one of their number to preside as chairperson at the meeting.
- (h) If a quorum is not present within 30 minutes after the time fixed for a Committee meeting called on the request of committee members, the meeting lapses.
- (i) If a quorum is not present within 30 minutes after the time fixed for a Committee meeting called other than on the request of committee members, the meeting is to be adjourned to:
 - (i) the same day, time and place in the next week; or
 - (ii) a day, time and place decided by the committee.
- (j) If, at an adjourned meeting mentioned in rule 7.2(i), a quorum is not present within 30 minutes after the time fixed for the meeting, the meeting lapses.

7.4 Delegation of Committee Powers

- (a) The Committee may delegate the whole or part of its powers to a subcommittee consisting of the Club members considered appropriate by the committee.
- (b) A subcommittee may only exercise delegated powers in the way the Committee decides.
- (c) A subcommittee may elect a chairperson of its meetings.
- (d) If a chairperson is not elected, or if the chairperson is not present within ten minutes after the time fixed for a meeting, the members present may choose one of their numbers to be chairperson of the meeting.

- (e) A subcommittee may meet and adjourn as it considers appropriate.
- (f) 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.

7.5 Acts Not Affected by Defects or Disqualifications

An act performed by the Committee, a subcommittee or a person acting as a member of the Committee is taken to have been validly performed, even if the act was performed when:

- (a) there was a defect in the appointment of a member of the Committee, subcommittee or person acting as a member of the Committee; or
- (b) a Committee member, subcommittee member or person acting as a member of the Committee was disqualified from being a member.

7.6 Resolutions of Committee without Meeting can be agreed:

- (a) If:
 - (i) all Committee Members entitled to receive notice of a Committee meeting receive a copy of a proposed written resolution electronically; and
 - (ii) the written resolution is signed by that number of Committee Members required for a quorum; and
 - (iii) no Committee Members, within 24 hours of the resolution being sent to them, object in writing to the passing of the resolution; then the written resolution is as valid and effectual as if it had been passed at a Committee Meeting that was properly called and held.
- (b) A resolution mentioned in subsection (a) above may consist of several documents in like form, each signed by one or more Committee Member.
- (c) The following are deemed to be documents signed by a Committee Member:
 - (i) an electronically transmitted facsimile copy of a document, the original of which in the opinion of the secretary has been apparently signed by a Committee Member; and
 - (ii) a document transmitted electronically, which in the opinion of the secretary originated from that Committee Member
- (d) The resolution is passed:
 - (i) if all Committee Members sign, when the last Committee Member signs; or
 - (ii) on the later of:
 - (1) the last Committee Member of the quorum signs; and
 - (2) 24 hours from the date the resolution is sent to all the Committee Members.

8. GENERAL MEETINGS

8.1 First General Meeting

- (a) The first general meeting must be held not less than 1 month, and not more than 3 months, after the day the Club is incorporated.
- (b) The management committee must decide where the meeting is to be held.
- (c) The business to be conducted at the first general meeting must include the appointment of an auditor.

8.2 Business to be conducted at annual general meeting

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

- (a) receiving the statement of income and expenditure, assets, liabilities and mortgages, charges and securities affecting the property of the Club for the last financial year;
- (b) receiving the auditor's report on the financial affairs of the Club for the last financial year;
- (c) presenting the audited statement to the meeting for adoption;
- (d) electing members of the Committee; and
- (e) appointing an auditor.

8.3 Special General Meeting

- (a) The secretary may only call a special general meeting by giving each member notice of the meeting within 14 days after:
 - (i) being directed to call the meeting by the Committee;
 - (ii) being given a written request signed by:
 - (1) at least 33% of the members of the Club presently on the Committee; or
 - (2) at least the number of ordinary members of the Club equal to double the number of members of the Club presently on the Committee plus one; or
 - (iii) being given a written notice of an intention to appeal against the decision of the Committee:
 - (1) to reject an application for membership; or
 - (2) to terminate a person's membership.
- (b) A request mentioned in rule 8.3(a)(ii) must state:
 - (i) why the special general meeting is being called; and
 - (ii) the business to be conducted at the meeting.

8.4 Notice of General Meeting

- (a) The secretary may call a general meeting of the Club.
- (b) The secretary must give at least 7 days' notice of the meeting to each Club member.

- (c) The Committee may decide the way in which the notice must be given.
- (d) However, notice of the following meetings must be given in writing:
 - (i) a meeting called to hear and decide the appeal of a member against the rejection or termination of the member's membership by the Committee; and
 - (ii) a meeting called to hear and decide a proposed special resolution of the Club .
- (e) A notice of a general meeting must state the business to be conducted at the meeting.

8.5 Quorum for, and Adjournment of, General Meeting

- (a) Subject to rule 8.5(e), the quorum for a general meeting is at least the number of members elected or appointed to the management committee at the close of the Club's last general meeting plus 1.
- (b) No business may be conducted at a general meeting unless a quorum of members is present when the meeting proceeds to business.
- (c) If a quorum is not present within 30 minutes after the time fixed for a general meeting called on the request of members of the Committee or the Club , the meeting lapses.
- (d) If a quorum is not present within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Committee or the Club , the meeting is to be adjourned to:
 - (i) the same day, time and place in the next week; or
 - (ii) a day, time and place decided by the Committee.
- (e) If, at an adjourned meeting, a quorum under rule 8.5(a) is not present within 30 minutes after the time fixed for the meeting, the members present form a quorum.
- (f) 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.
- (g) If a meeting is adjourned under rule 8.5(f), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.
- (h) 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 30 days.
 - (i) If a meeting is adjourned for at least 30 days, notice of the adjourned meeting must be given in the same way notice is given for an original meeting.
 - (j) In this rule: member includes a person attending as a proxy or representing a corporation that is a member.

8.6 Procedure at General Meeting

(a) Chairperson

(a) The president or, if there is no president or if the president is not present within 15 minutes after the time fixed for the meeting or is unwilling to act, the vice-president is to preside as chairperson.

(b) If the vice-president is absent or unwilling to act as chairperson, the members present must elect one of their number to be chairperson of the meeting.

(c) The chairperson must conduct the meeting in a proper and orderly way.

(b) Voting

(a) Each question, matter or resolution must be decided by a majority of votes of the members present.

(b) Each member present and entitled to vote is entitled to one vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

(c) 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.

(d) Voting may be by a show of hands or a division of members, unless at least 20% of the members present demand a secret ballot.

(e) If a secret ballot is held, the chairperson must appoint two members to conduct the secret ballot in the way the chairperson decides.

(f) The result of a secret ballot as declared by the chairperson is taken to be a resolution of the meeting at which the ballot was held.

(g) A member may vote in person or by proxy and:

(i) on a show of hands, each person present who is a member or a representative of a member has one vote; and

(ii) in a secret ballot, each member present in person or by proxy has one vote.

(c) Voting by Proxy

(a) An instrument appointing a proxy must be in writing; and

(i) if the appointer is an individual, signed by the appointer or the appointer's attorney properly authorised in writing; or

(ii) if the appointer is a corporation, either under seal or signed by a properly authorised officer or attorney of the corporation.

(b) A proxy may be a member of the Club or another person.

(c) The instrument appointing a proxy is taken to confer authority to demand or join in demanding a secret ballot.

(d) 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 form set out in the Schedule 1.

(e) 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.

(d) Minutes

- (a) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Committee meeting and general meeting are entered in a minute book;
- (b) The secretary must ensure the minute book for each general meeting is open for inspection at all reasonable times by any financial member who previously applies to the secretary for the inspection.
- (c) To ensure the accuracy of the minutes:
 - (i) the minutes of each Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Committee meeting, verifying their accuracy;
 - (ii) 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
 - (iii) 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.

9 GENERAL POWERS

9.1 By-laws

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

9.2 Alteration of Rules

- (a) Subject to the Act. These rules may be amended, repealed or added to by a special resolution carried at a general meeting.
- (b) However, an amendment, repeal or addition is valid only if it registered by the chief executive.

10 COMMON SEAL

- (a) The Committee must ensure the Club has a common seal.
- (b) The common seal must be:
 - (i) kept securely by the Committee; and
 - (ii) used only under the authority of the Committee.
- (c) Each instrument to which the seal is attached must be signed by a member of the Committee and countersigned by:
 - (i) the secretary;
 - (ii) another member of the Committee; or
 - (iii) someone appointed by the Committee.

11 FUNDS

- (a) The funds of the Club must be kept in an account in the name of the Club in a financial institution decided by the Committee.
- (b) Records and accounts must be kept in English showing full and accurate particulars of the financial affairs of the Club.
- (c) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (d) If an amount of \$50 or more is paid by cheque, the cheque must be signed by any two of the following:
 - (i) the president;
 - (ii) vice President
 - (iii) the secretary;
 - (iv) the treasurer;
 - (v) another member authorised by the Committee for the purpose.
- (e) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed 'not negotiable'.
- (f) A petty cash account must be kept on the impress system, and the Committee must decide the amount of petty cash to be kept in the account.
- (g) All expenditure must be approved or ratified at a Committee meeting.
- (h) The treasurer must, as soon as practicable after the end of each financial year, ensure a statement containing the following particulars is prepared:
 - (i) the income and expenditure for the financial year just ended;
 - (ii) the Club 's assets and liabilities at the close of the year; and
 - (iii) the mortgages, charges and securities affecting the property of the Club at the close of the year.
- (i) The auditor must examine the statement prepared under rule 11(h) 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.
- (j) The income and property of the Club must be used solely in promoting the Club's objects and exercising the Club's powers.

12 DOCUMENTS

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

13 FINANCIAL YEAR

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

14 WINDING-UP

- (a) This section applies if the Club :
 - (i) is wound-up under part 10 of the *Club s Incorporation Act*; and
 - (ii) it has surplus assets.
- (b) The surplus assets must not be distributed among the Club members.
- (c) The surplus assets must be given to another entity:
 - (i) having objects similar to the Club 's objects; and
 - (ii) the rules of which prohibit the distribution of the entity's income and assets to its members.

15 INDEMNITY

- (a) Subject to subsection (b) below, every Committee Member and any employee of the Club shall be indemnified out of the assets of the Club against a claim.
The indemnity applies to all office holders of the incorporated Club. An office holder is:
 - a committee member
 - the secretary
 - any other person that maybe engaged by the Club : that makes or participates in the decision making that affects the whole or substantial part of the Club 's operations, on whose instructions the committee is accustomed to act.
- (b) Provided the said committee person has acted in good faith.