

# The Regional Australia Party (QLD) Inc.

## Constitution (Party Rules)

(Originally adopted by resolution 17 November 2020)

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### PART I - PARTY ESTABLISHMENT AND PURPOSE

#### 1. Introduction & Name

This is the Constitution (Party Rules) of the Regional Australia Party (QLD) Inc. (the Party).

The Party is an Incorporated Party under the *Associations Incorporation Act 1981* (Qld) (the Act).

Upon attaining membership of 500, the Party shall register as a political party under the *Electoral Act 1992* (Qld).

#### 2. Interpretation

(1) In these rules—

*Act* means the *Associations Incorporation Act 1981*.

*Chief executive* means the chief executive of the public sector unit administering the *Associations Incorporation Act 1981*(Qld)<sup>1</sup>.

*Party* means the Regional Australia Party (QLD) Inc.

(2) A word or expression that is not defined in these model rules, but is defined in the Act has, if the context permits, the meaning given by the Act.

#### 3. Party Objectives

The Party's primary objective is improvement in the quality of life of all residents of regional Queensland through greater political representation.

3.1. To achieve the primary objective, the Party's guiding principles are that -

a. the strength of Australia as a nation lies in its constitution, its federal structure and its democratic institutions; and

b. the quality of life of all residents of regional Queensland and all Australia, will be, enhanced by the greater political representation afforded by the separation of territory from Queensland or with territory of adjoining States or Territories, in accordance with s.124 of the Constitution of the Commonwealth of Australia, to form a new State or States of the Australian Federation.

c. to achieve the separation of a New State or States from the territory of Queensland or with territory of adjoining States or Territories, the Party has as a main operating objective promoting the election of regional candidates endorsed by the Party:

i. to the Senate and to the House of Representatives; and/or

ii to the Legislative Assembly of Queensland.

Note <sup>1</sup> - See s.33(11) of the Acts Interpretation Act 1954 (Qld)

3.2. The Party recognizes the constitutional separation of responsibilities of the Commonwealth and State governments and shall ensure the separation of responsibilities is maintained.

3.3 To develop policies that provide for the promotion of legislation which will support the following principles:

- a. adherence to the direction and intent of the Australian Constitution.
- b. To ensure the preservation of the democratic process and the provision of fundamental rights including:
  - i. the freedom of speech;
  - ii. the freedom to worship; and
  - iii. the freedom of association.
- c. To create the legislative and regulatory framework that fosters the establishment, development and growth of private enterprise to generate wealth and opportunity for the residents of regional Queensland.
- d. To protect and ensure the safety of residents in their homes and in public places.
- e. To limit the size of government and decentralize the administrative functions of government throughout the regions as far as practical.

#### **4. Powers**

The Party has the powers of an individual.

The Party may, for example -  
enter into contracts; and

acquire, hold, deal with and dispose of property; and  
make charges for services it supplies; and

do other things necessary or convenient to be done in carrying out its affairs.

#### **5. Membership**

##### **5.1. Membership Definition and Eligibility**

The Party shall be a voluntary organization of people, referred to throughout this Constitution as “members” or “Party members”. The number of Party members is unlimited.

Any permanent resident or citizen of Australia who is registered on the electoral roll and is not a current member of any other Australian political party is eligible to become a member of the Party.

A person cannot become a member of the Party if the person has been convicted of a disqualifying electoral offence within 10 years of applying for membership<sup>2</sup>.

Note<sup>2</sup> - For a definition of ‘disqualifying electoral offence’, see the *Electoral Act 1992* s.2.

## 5.2. Membership Fees

The membership fee for each Party member -

- a. is the amount decided by the management committee; and
- b. is payable when, and in the way, the Management Committee decides.

The Management Committee may decide an amount of membership fee on a pro-rata basis for part of a membership year.

A membership year for the purposes of these rules begins on 1 July and ends on 30 June the following year<sup>3</sup>.

Once a person has paid their membership fee, for the purpose of these rules, they become a financial member.

## 5.3. Automatic Membership

A person who, on the day the Party is incorporated, is a member of Central and North Queensland Party Inc.

## 5.4. New Membership

An applicant for membership of the Party must be proposed by one (1) member of the Party (the *proposer*) and seconded by another member (the *seconder*).

An application for membership must be -

- a. in writing (including e-format); and
- b. in the form decided by the management committee.

## 5.5. Termination of Membership

Members of the Party may, in writing to the Secretary, resign their membership.

A person resigning their membership may apply to the Management Committee to have their fee for the current membership year refunded. The Management Committee may refund the membership fee either wholly or in part.

Membership of a member terminates if the member dies.

Membership shall also terminate 90 days after the end of a membership year where the member has not renewed their financial membership.

A person cannot become, or be, a member of the Party if the person has been convicted of a disqualifying electoral offence<sup>4</sup>.

Note<sup>3</sup> - Members joining and paying the membership fee in inaugural financial year of the operation of the Party shall be financial members till 30 June two years hence.

Note<sup>4</sup> - For a definition of 'disqualifying electoral offence', see the Electoral Act 1992 s.2.

The Management Committee may terminate the membership of a person on the grounds that the person is not a fit and proper person to be a member of the Party, or that they have brought the Party into disrepute. A person whose membership is terminated by the Management Committee may appeal the decision to a general meeting of the Party. The appeal must be heard within three (3) months of the Management Committee's decision. The person appealing (the appellant) must be accorded natural justice in the appeal. The appeal is to be decided by a majority vote of the members present and eligible to vote at the meeting. A person whose Membership is terminated under this sub-clause shall have their membership refunded on a pro rata basis.

Party membership may not be terminated in any way other than as described in this clause.

#### 5.6. Register of Members

The Management Committee must keep a register of members of the Party.

The register must include the following particulars for each member -

- a. the full name of the member;
- b. the postal or residential address of the member;
- c. the date of admission as a member;
- d. the date of death or time of resignation of the member;
- e. details about the termination or reinstatement of membership;
- f. the State Electoral Branch of the Party the member is registered to; and
- g. any other particulars the Management Committee or the members at a general meeting decide.

The register must be open for inspection by members of the Party at all reasonable times. However, the Management Committee may, on the application of a member of the Party, withhold information about the member (other than the member's full name) from the register available for inspection if the Management Committee has reasonable grounds for believing the disclosure of the information would put the member at risk of harm. A member must contact the secretary to arrange an inspection of the register.

#### 5.7. Prohibition on Use of Information on Register of Members

A member of the Party must not:

- a. use information obtained from the register of members of the Party to contact, or send material to, another member of the Party for the purpose of advertising for religious, charitable or commercial purposes; or
- b. disclose information obtained from the register to someone else (who is not a member of the Party) knowing that the information is likely to be used to contact, or send material to, another member of the Party for the purpose of advertising for political, religious, charitable or commercial purposes.

## **PART II - PARTY STRUCTURE**

### **6. Governing/Sovereign Body – General Meetings**

The governing body of the Party is the membership of the Party in General Meeting.

#### **6.1. First Annual General Meeting**

The first annual general meeting must be held within six (6) months of the end date of the

Party's first reportable financial year.

#### **6.2. Subsequent Annual General Meetings**

Each subsequent annual general meeting must be held -

a. at least once each year; and

b. within six (6) months of the end date of the Party's reportable financial year.

#### **6.3. Business at Annual General Meetings**

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

a. receiving the Party's financial statement and audit report for the last reportable financial year;

b. presenting the financial statement and audit report to the meeting for adoption;

c. electing members of the management committee; and

d. appointing an auditor or accountant for the present financial year.

#### **6.4. Notice of General Meetings**

The secretary may call a general meeting of the Party.

The secretary must give at least 14 days' notice of the meeting to each member of the Party.

If the secretary is unable or unwilling to call the meeting, the president must call the meeting.

The Management Committee will decide the way in which the notice must be given.

However, notice of the following meetings must be given in writing -

a. a meeting called to hear and decide the appeal of a person against the management committee's decision to terminate a person's membership of the Party;

b. a meeting called to hear and decide a proposed special resolution of the Party, a notice of a general meeting must state the business to be conducted at the meeting.

#### 6.4.1. Quorum For, and Adjournment Of, General Meetings

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 Party's last general meeting plus one (1).

However, if all members of the Party are members of the management committee, the quorum is the total number of members less one (1).

No business may be conducted at a general meeting unless there is a quorum of members when the meeting proceeds to business.

If there is no quorum within 30 minutes after the time fixed for a general meeting called on the request of members of the Management Committee or the Party, the meeting lapses.

If there is no quorum within 30 minutes after the time fixed for a general meeting called other than on the request of members of the Management Committee or the Party -

- a. the meeting is to be adjourned for at least seven (7) days; and
- b. the Management Committees to decide the day, time and place of the adjourned meeting.

The chairperson may, with the consent of any meeting at which there is a quorum, and must if directed by the meeting, adjourn the meeting from time to time and from place to place.

If a meeting is adjourned under sub-rule (6), only the business left unfinished at the meeting from which the adjournment took place may be conducted at the adjourned meeting.

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.

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.

#### 6.4.2. Procedure at General Meetings

A member may take part and vote in a general meeting in person, by attorney, or by using any technology that the chairperson determines to reasonably allow the member to hear and take part in discussions as they happen.

A member who participates in a meeting as mentioned in sub-rule (1) is taken to be present at the meeting.

At each general meeting -

- a. the president is to preside as chairperson; and
- b. 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 members present must elect (1) one of their number to be chairperson of the meeting; and
- c. the chairperson must conduct the meeting in a proper and orderly way.

#### 6.4.3. Voting at General Meetings

At a general meeting, each question, matter or resolution, other than a special resolution, must be decided by a majority of votes of the members present. Each member present and eligible to vote is entitled to one (1) vote only and, if the votes are equal, the chairperson has a casting vote as well as a primary vote.

A member is not entitled to vote at a general meeting unless they are a financial member.

The method of voting is to be decided by the chairperson.

However, if at least 20% of the members present demand a secret ballot, voting must be by secret ballot.

If a secret ballot is held, the chairperson must appoint two (2) members to conduct the secret ballot in the way the chairperson decides.

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.

#### 6.4.4. Special General Meetings

The secretary must call a special general meeting by giving each member of the Party notice (which may include public notice) of the meeting within 14 days after -

- (a) being directed to call the meeting by the management committee; or
  - (1) being given a written request signed by - at least 33% of the number of members of the Management Committee when the request is signed; or
  - (2) at least the number of ordinary members of the Party equal to double the number on the Management Committee when the request is signed plus one (1);
- (b) being given a written notice of an intention to appeal against the decision of the Management Committee to terminate a person's membership.

A request mentioned in sub-rule (b) above must state -

- (a) why the special general meeting is being called; and
- (b) the business to be conducted at the meeting.

A special general meeting must be held within three (3) months after the secretary -

- (a) is directed to call the meeting by the management committee; or
- (b) is given the written request mentioned in sub-rule (1)(b); or
- (c) is given the written notice of an intention to appeal mentioned in sub-rule (1)(c).

If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.

#### 6.4.5. Minutes of General Meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each general meeting are entered into a minute book.
- (2) To ensure the accuracy of the minutes—

- (a) 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
  - (b) 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 Party that is a general meeting or annual general meeting, verifying their accuracy.
- (3) If asked by a member of the Party, the secretary must, within 28 days after the request is made—
- (a) make the minute book for a particular general meeting available for inspection by the member at a mutually agreed time and place; and
  - (b) give the member copies of the minutes of the meeting.
- (4) The Management Committee may require the member to pay the reasonable costs of providing copies of the minutes.

## **7. Management of the Party.**

### **7.1. General Administration**

Subject to these rules or a resolution of the members of the Party carried at a general meeting, the Management Committee has the general control and management of the administration of the affairs, property and funds of the Party.

### **7.2. Powers and Functions of the Management Committee**

The Management Committee has authority to interpret the meaning of these rules and any matter relating to the Party on which the rules are silent, but any interpretation must have regard to legislation, including any subordinate legislation.

Note -

These rules are subordinate to legislation and if an inconsistency arises between these rules and legislation the latter prevail.

The Management Committee may exercise the powers of the Party -

- (a) to borrow, raise or secure the payment of amounts in a way the members of the Party decide; and
- (b) to secure the amounts mentioned in paragraph (a) or the payment or performance of any debt, liability, contract, guarantee or other engagement incurred or to be entered into by the Party in any way; or
- (c) to invest in a way the members of the Party may from time to time decide.

### **7.3. Management Committee Members**

The Management Committee of the Party consists of -

- (a) president;
- (b) secretary;
- (c) treasurer; and
- (d) any other members of the Party elected at a general meeting.



To be elected as a member of the Management Committee person must be a member of the Party.

At each annual general meeting of the Party, the members of the Management Committee must retire from office, but are eligible, on nomination, for re-election.

A member of the Party may be appointed to a casual vacancy on the Management Committee under rule 7.7.

#### 7.4. Office of Secretary

- (1) The secretary must be an individual residing in Queensland (or North Queensland in the event that it becomes a separate State) who is a member of the Party elected by the Party as secretary.
- (2) If the Party has not elected an interim officer as secretary for the Party before incorporation, the members of the Management Committee must ensure a secretary is appointed or elected for the Party within one (1) month after incorporation.
- (3) If a vacancy happens in the office of secretary, the members of the Management Committee must ensure a secretary is appointed or elected for the Party within one (1) month after the vacancy happens.
- (4) For the purposes of these rules, a person appointed under this rule becomes a member of the Management Committee.
- (5) If the Management Committee appoints a person under this rule, and at the time of appointment there is more than six (6) months until the next annual general meeting of the Party, the President must ensure a general meeting of the Party is called to endorse the appointment, or elect a new secretary of the Party.
- (6) The secretary's functions include, but are not limited to -
  - (a) calling general meetings of the Party, including preparing notices of a meeting and of the business to be conducted at the meeting in consultation with the president of the Party; and
  - (b) keeping minutes of each meeting; and
  - (c) keeping copies of all correspondence and other documents relating to the Party; and
  - (d) maintaining the register of members of the Party.

#### 7.5. Electing the Management Committee

- (1) A member of the Management Committee may only be elected as follows—
  - (a) any two members of the Party may nominate another member (the nominee) to serve as a member of the management committee;
  - (b) the nomination must be -
    - i. in writing; and
    - ii. signed by the candidate and the members who nominated him or her; and
    - iii. given to the secretary at least 14 days before the annual general meeting at which the election is to be held;

- (c) each member of the Party present and eligible to vote at the annual general meeting may vote for one (1) candidate for each vacant position on the management committee;
  - (d) if, at the start of the meeting, there are not enough candidates nominated, nominations may be taken from the floor of the meeting.
- (2) A person may be a candidate only if the person -
    - (a) is an adult; and
    - (b) is not ineligible to be elected as a member under law<sup>5</sup>.
  - (3) A list of the candidates' names in alphabetical order, with the names of the members who nominated each candidate, must be posted in a conspicuous place in the office or usual place of meeting of the Party for at least seven (7) days immediately preceding the annual general meeting.
  - (4) If required by the management committee, balloting lists must be prepared containing the names of the candidates in alphabetical order.

Note<sup>5</sup> - See s. 61A of the Associations Incorporation Act 1981 (Qld)

- (5) The Management Committee must ensure that, before a candidate is elected as a member of the management committee, the candidate is advised -
  - (a) whether or not the Party has public liability insurance; and
  - (b) if the Party has public liability insurance and the amount of the insurance.

#### 7.6. Resignation, Removal, or Vacation of Office of a Management Committee Member

- (1) A member of the Management Committee may resign from the committee by giving written notice of resignation to the secretary.
- (2) The resignation takes effect at -
  - (a) the time the notice is received by the secretary; or
  - (b) if a later time is stated in the notice, the later time.
- (3) A member may be removed from office at a general meeting of the Party if a majority of the members present and eligible to vote at the meeting vote in favour of removing the member.
 

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.
- (4) A member (either the member who has been removed, or any other member) has no right of appeal against the member's removal from office under this rule.
- (5) A member is deemed to immediately vacate their office in the Management Committee if required by law<sup>6</sup>.

#### 7.7. Vacancies on the Management Committee

- (1) If a casual vacancy happens on the management committee, the continuing members of the committee may appoint another member of the Party to fill the vacancy until the next annual general meeting.
- (2) The continuing members of the Management Committee may act despite a casual vacancy on the management committee.
- (3) However, if the number of committee members is less than the number fixed under rule 7.9 as a quorum of the management committee, the continuing members may act only to -
  - (a) increase the number of Management Committee members to the number required for a quorum; or
  - (b) call a general meeting of the Party.

Note<sup>6</sup> - See s. 61A of the Associations Incorporation Act 1981 (Qld)

#### 7.8. Meetings of the Management Committee

- (1) Subject to this rule, the Management Committee may meet and conduct its proceedings as it considers appropriate.
- (2) The Management Committee must meet at least once every four (4) months to exercise its functions.
- (3) The Management Committee must decide how a meeting is to be called.
- (4) Notice of a meeting is to be given in the way decided by the Management Committee.
- (5) The Management Committee may hold meetings, or permit a committee member to take part in its meetings, by using any technology that reasonably allows the member to hear and take part in discussions as they happen.
- (6) A committee member who participates in the meeting as mentioned in sub-rule (5) is taken to be present at the meeting.
- (7) A question arising at a committee meeting is to be decided by a majority vote of members of the committee present at the meeting and, if the votes are equal, the question is decided in the negative.
- (8) A member of the Management Committee must not vote on a question about:
  - (a) a contract or proposed contract with the Party 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; or

(b) an endorsement by the Management Committee of a candidate for an election if the Management Committee member is the candidate, or a family member of the candidate.

- (9) The president is to preside as chairperson at a Management Committee meeting.
- (10) If there is no president or if the president is not present within 10 minutes after the time fixed for a Management Committee meeting, the members may choose one (1) of their number to preside as chairperson at the meeting.

#### 7.9. Quorum For, and Adjournment Of, Management Committee Meetings

- (1) At a Management Committee meeting, more than 50% of the members elected to the committee as at the close of the last general meeting of the members form a quorum.
- (2) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called on the request of members of the committee, the meeting lapses.
- (3) If there is no quorum within 30 minutes after the time fixed for a Management Committee meeting called other than on the request of the members of the committee -
  - (a) the meeting is to be adjourned for at least one (1) day; and
  - (b) the members of the Management Committee who are present are to decide the day, time and place of the adjourned meeting.
- (4) If, at an adjourned meeting mentioned in sub-rule (3), there is no quorum within 30 minutes after the time fixed for the meeting, the meeting lapses.

#### 7.10. Special Meetings of the Management Committee

- (1) If the secretary receives a written request signed by at least 33% of the members of the management committee, the secretary must call a special meeting of the committee by giving each member of the committee notice of the meeting within 14 days after the secretary receives the request.
- (2) If the secretary is unable or unwilling to call the special meeting, the president must call the meeting.
- (3) A request for a special meeting must state -
  - (a) why the special meeting is called; and
  - (b) the business to be conducted at the meeting.
- (4) A notice of a special meeting must state -
  - (a) the day, time and place of the meeting; and
  - (b) the business to be conducted at the meeting.
- (5) A special meeting of the Management Committee must be held within 14 days after notice of the meeting is given to the members of the management committee.

#### 7.11. Minutes of Management Committee Meetings

- (1) The secretary must ensure full and accurate minutes of all questions, matters, resolutions and other proceedings of each Management Committee meeting are entered in a minute book.
- (2) To ensure the accuracy of the minutes, the minutes of each Management Committee meeting must be signed by the chairperson of the meeting, or the chairperson of the next Management Committee meeting, verifying their accuracy.

#### 7.12. Disputes

Unless otherwise provided by these rules or law, the Management Committee has general authority under rule 7.2 above to resolve disputes about matters relevant to the Party. The Management Committee may also establish by-laws in the form of procedures for the resolution of disputes under rule 7.13 below.

#### 7.13. By-laws

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

### **8. Party Policies – Policy Council Structure and Party Branches**

#### 8.1. Establishment of the Policy Council

The Party body responsible for development of policies to achieve the objectives of the Party is the Policy Council. The makeup of the Policy Council is –

- (a) the Management Committee;
- (b) three (3) delegates from each Party Branch; and
- (c) elected members of government.

The Management Committee shall ensure that the Policy Council meets at least once per year.

Policies formulated by Policy Council become the policies of the Party once endorsed at a general meeting of the Party.

#### 8.2. Party Branches

A Party Branch may be established by the Management Committee in each State electorate, or for a combination of State electorates.

On becoming a member of the Party, the member must disclose their residential address and the State electorate in which they are enrolled. The person will be registered in the Party Branch established by the Management Committee under sub-rule (1) for the electorate in which the member is enrolled.

The Management Committee shall appoint co-ordinators for each Part Branch to organise Branch matters.

Party Branches are not separate entities to the Party.

## **PART IV – CANDIDATES FOR ELECTIONS**

### **9. Endorsement of Candidates for Elections**

The objectives of the Party are set out at rule 2. To achieve those objectives members of the Party must be elected as members of Parliament. This rule sets out how members of the Party

are to be selected as candidates to represent the Party at elections.

#### **9.1. Pre-selection- Principles of Free and Democratic Elections**

To ensure that the highest quality candidates represent the Party, they will be elected to represent the Party by internal pre-selection ballots conducted in accordance with the general principles of free and democratic elections.

The general principles of free and democratic elections as applied to pre-selection ballots are as follows—

- (a) only members of the Party who are electors may vote;
- (b) only members of the Party who are eligible to vote in the ballot under this constitution may vote;
- (c) each member has only one (1) vote;
- (d) voting must be done by secret ballot;
- (e) a member must not be improperly influenced in voting;
- (f) a member's ballot paper must be counted if the member's intention is clear;
- (g) members' votes must be accurately counted;
- (h) each person who is seeking selection may be present personally, or may be represented by another person, at the ballot and for the scrutiny, and counting, of votes.

The Management Committee must establish by-laws for the conduct of pre-selection ballots in accordance with the above principle and consistent with the 'Model Procedures for Pre-selection Ballots', set out in the *Electoral Regulations 2013* (Qld), Sched. 1.

#### **9.2. Pre-selection for State Elections**

A member of the Party may be endorsed as a candidate of the Party for a seat in the State Parliament if they are pre-selected by ballot by members of the Party Branch established for the State Electorate for which the person wishes to nominate.

#### **9.3. Pre-selection for Federal House of Representatives**

A member of the Party may be endorsed as a candidate of the Party for a seat in the House of Representatives if they are pre-selected by ballot by members of the Party registered to vote in the Federal Electorate for which the person wishes to nominate.

#### **9.4. Pre-selection for Senate**

A member of the Party may be endorsed as a candidate of the Party for the election of Senators in Queensland if they are pre-selected by ballot by members of the Party registered to vote in Queensland.

## **PART V – MISCELLANEOUS**

### **10. Common Seal**

- (1) The Management Committee must ensure the Party has a common seal.
- (2) The common seal must be -
  - (a) kept securely by the Management Committee; and
  - (b) used only under the authority of the Management Committee.
- (3) Each instrument to which the seal is attached must be signed by a member of the Management Committee and countersigned by -
  - (a) the secretary; or
  - (b) another member of the Management Committee; or
  - (a) someone authorised by the Management Committee.

### **11. Funds and Accounts**

- (1) The funds of the Party must be kept in an account in the name of the Party in a financial institution decided by the Management Committee.
- (2) Records and accounts must be kept in the English language showing full and accurate particulars of the financial affairs of the Party.
- (3) All amounts must be deposited in the financial institution account as soon as practicable after receipt.
- (4) A payment by the Party of \$100 or more must be made by cheque or electronic funds transfer.
- (5) If a payment of \$100 or more is made under sub-rule (4) above, the payment must be authorised (if by cheque this means by signature) by any two (2) of the following -
  - (a) the president;
  - (b) the secretary;
  - (c) the treasurer;
  - (d) any one (1) of three (3) other members of the Party who have been authorised by the Management Committee to sign cheques issued by the Party.
- (6) However, one (1) of the persons who signs the cheque must be the president, the secretary or the treasurer.
- (7) Cheques, other than cheques for wages, allowances or petty cash recoupment, must be crossed not negotiable.
- (8) A petty cash account must be kept on the imprest system, and the Management Committee must decide the amount of petty cash to be kept in the account.
- (9) All expenditure must be approved or ratified at a Management Committee meeting.

## **12. General Financial Matters**

- (1) On behalf of the management committee, the treasurer must, as soon as practicable after the end date of each financial year, ensure a financial statement for its last reportable financial year is prepared.
- (2) The income and property of the Party must be used solely in promoting the Party's objects and exercising the Party's powers.

## **13. Documents**

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

## **14. Financial Year**

The end date of the Party's financial year is April 30 each year.

## **15. Distribution of Surplus Assets to Another Entity**

- (1) This rule applies if the Party -
  - (a) is wound-up under part 10 of the Act; and
  - (b) has surplus assets.
- (2) The surplus assets must not be distributed among the members of the Party.
- (3) The surplus assets must be given to Red Cross Australia.
- (4) In this rule - *surplus assets* see section 92(3) of the Act.

## **16. Alteration of Rules**

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